

THE INSTITUTION OF ENGINEERS, PAKISTAN
CONSTITUTION AND BYE-LAWS

PART-I
CONSTITUTION

CONTENTS

CONTENTS		
PREFACE		
PREAMBLE		
Definitions		
CHAPTER 1	The Name Registered Office The Status of the Institution	
CHAPTER 2	Aims and Objectives	
CHAPTER 3	Property Examinations Publications Establishment of Divisions Use of premises of the Institution Awards and Medals	
CHAPTER 4	Membership Abbreviated Titles Honorary Fellows Fellows Members Associates Students Affiliates Subscribers Admission of Members Cessation of Membership Resignation Expulsion Professional Conduct Rights and Privileges.	
CHAPTER 5	Council Qualification of President/Vice Presidents/Secretary General/ Council Members Local Councils Qualification of Chairman/Vice Chairman/Secretary Local Council/ Local Council Members Re-election Elections Powers of the Council Standing Committees	
CHAPTER 6	Meetings of the Council Annual General Meeting and Convention Extraordinary General Meeting Quorum of General Meetings	
CHAPTER 7	Local Centers Delimitation of the Local Centers	

	Student Chapter Sub-Centers Cancellation of Local Centers/Sub-Center	
CHAPTER 8	Dealing with Provincial Governments Amendments of the Constitution Bye-Laws Interpretation Arbitration Seal Spelling Mistake etc.	

PREFACE

The Institution of Engineers, Pakistan came into existence in 1948 with its Headquarters at Dacca, the then Capital of East Pakistan with the blessing of the Father of the Nation Quaid-e-Azam Muhammad Ali Jinnah. It was registered as a Society under the Societies Registration Act of 1871.

After the creation of Bangladesh in 1971, its Headquarters was established at Lahore. It has various Local Centers throughout the country. The affairs of the Institution are managed through elected Council and other office bearers in accordance with the Constitution and Bye-Laws. The Institution plays an important role for the dissemination of knowledge amongst the fellow engineers and in the development of engineering and science in the country.

This copy of the Constitution has been updated and printed incorporating all the amendments carried out so far and depicts the collective will and wisdom of member engineers.

I acknowledge the contribution of worthy members of the Institution and Constitution and Bye-Laws Committee members who gave invaluable input in the task.

ENGR MIAN SULTAN MAHMOOD
SECRETARY GENERAL

PREAMBLE

Whereas several persons desirous of **forming** a Society in pursuance of Act XXI of 1860 applied on 7th May, 1948 under their respective signatures for registration of the association under the name and style "THE INSTITUTE OF ENGINEERS, PAKISTAN";

And whereas "THE INSTITUTE OF ENGINEERS, PAKISTAN" was registered together with the Memorandum of Association and Bye-Laws thereof by the Registrar of Joint Stock Companies, East Bengal, under No 116/26 E.B of 1948-49 dated the 7th May, 1948;

And whereas after registration "THE INSTITUTE OF ENGINEERS, PAKISTAN" having its Headquarters at Dacca in East Pakistan **became** a Corporate Body under the Act together with all the rights and liabilities thereof under the Constitution of the "THE INSTITUTE OF ENGINEERS, PAKISTAN" and the Bye-Laws made there under;

And whereas due to creation of Bangladesh "THE INSTITUTE OF ENGINEERS, PAKISTAN" was registered together with the Memorandum of Association and Bye-Laws thereof by the Registrar of Joint Stock Companies, Punjab, Lahore, under No RP/493 of 1976-77 dated the 27th Jun, 1977 with its Headquarter at 24-B/2, Gulberg-III, Lahore;

And whereas the Constitution of "THE INSTITUTE OF ENGINEERS, PAKISTAN" as originally framed in 1948 was amended:-

- (a) in 1952 and was also approved by the Government of Pakistan
- (b) on 14th April, 1962 in the Annual General Meeting held at Rawalpindi which became effective on 25th November, 1964
- (c) on 19th December, 1965 at Dacca in its extra ordinary General Meeting

And whereas "THE INSTITUTE OF ENGINEERS, PAKISTAN" further amended the Constitution:-

- (a) on 27th May, 1972 in its Extra Ordinary General Meeting held at Lahore
- (b) on 28th May, 1973 at Karachi
- (c) on 16th February, 1979 in its 22nd Annual General Meeting held at Karachi whereby the word "Institute" was changed to "Institution" in the name of the Institution
- (d) on 25th January, 1992 in Annual General Meeting held at Lahore
- (e) on 18th July 2000 in 43rd General Body meeting held at Islamabad
- (f) on 2nd January 2001 in the 44th General Body Meeting held at Karachi
- (g) on 22nd Sep 2013 in the 48th General Body Meeting held at Islamabad
- (h) on Dec 2017 in 52nd general Body meeting held at Karachi

Now therefore the Constitution of the "THE INSTITUTION OF ENGINEERS, PAKISTAN" has accordingly been updated and reprinted in its present form.

Definitions

Article means Article of the Constitution.

Acting Chairman means any Vice-Chairman of the respective Local Center empowered by the Chairman of that Local Center/Local Council to perform the duties of the Chairman of that Local Center in his absence.

Acting President means any Vice-President/Chairman empowered by the President/Council to perform the duties of the President in his absence.

Acting Secretary General means any Fellow of the Council empowered by the President/Council to perform the duties of the Secretary General in his absence.

Acting Secretary means any Fellow of the respective Local Center empowered by the Chairman of that Local Center/Local Council to perform the duties of the Secretary of that Local Center in his absence.

Acting Vice President means any Fellow of the Council of the same division empowered by the President/Council to perform the duties of the Vice President of that division in his absence.

Acting Vice Chairman means any Fellow of the respective Local Council of same division empowered by the Chairman of that Local Center/Local Council to perform the duties of the Vice-Chairman of that division of that Local Center in his absence.

Age means the recorded age of a person in an admissible document obtained from Educational Certificate or Service Book or National Identity Card or any other legal document acceptable to the Council.

Bye-Laws mean the Bye-Laws of the Institution framed hereunder in accordance with the Constitution and having its effects and validity subject to the Constitution.

Clause means Clause of the Bye-Laws.

Committee means any Standing Committee constituted by the Council.

Common Seal or Seal means a Seal with the emblem of the Institution as approved by the Council affixed in a manner on such document as may be prescribed.

Constitution means the Constitution of the Institution as may be subsequently amended from time to time.

Corporate and non-Corporate Members shall have the meaning as defined in the Constitution.

Council means the Central Council of the Institution constituted in accordance with the Constitution and Bye-Laws to do all things incidental or conducive to the attainment of all or any of the Aims and Objectives of the Institution.

Council Members shall always be expressly used to mean the Members of the Central Council of the Institution in accordance with the Constitution and Bye-Laws.

Director General means any full time paid Director General of the Headquarters appointed by the President in consultation with the Secretary General to perform the secretarial, administrative or other duties.

Election Commission means Election Commission constituted at Headquarters and at each Center.

Financial Year means the twelve months starting 1st of July and ending on the 30th June of following Year.

General Body shall mean all Corporate Members of the Institution.

General Meeting means Meeting of the Corporate Members of the Institution whether Annual or Extra-ordinary duly called and constituted and any adjourned meeting thereof.

Institution means The Institution of Engineers, Pakistan.

Local Council means Local Council constituted in accordance with the Constitution and Bye-Laws to do all things within the jurisdiction of the Local Center and conducive to the attainment of the Aims and Objectives of the Institution.

Local Council Members shall always be expressly used to mean the Members of the Local Council of the respective Local Centers in accordance with the Constitution and Bye-Laws.

Month means the English calendar month.

Notice means a notice in writing signed by the Secretary General posted to the recorded address of members entitled to receive any notice.

Office Bearers means President, Vice-Presidents, Secretary General of the Institution and Chairman, Vice Chairmen and Secretary of any Local Center of the Institution.

President and Vice President means respectively the President and any Vice President of the Institution duly elected as per provisions of the Constitution and holding the office for the time being.

Regulation means Regulations as may be prescribed by the Council in accordance with the Bye-Laws.

Secretary means Secretary of the Local Center.

Secretary General means Secretary General of the Institution.

Term means the period between three consecutive Annual General Meetings of the Institution. In case an elected or co-opted office bearer/member completes more than half term, it will be considered as full term for all purposes. Period less than half term will not be reckoned as a term for all purposes.

The Pakistan Engineer shall mean the Institution's Journal.

Year means the English calendar year ending on the 31st December.

CHAPTER 1

1.1. Name

The name of the Institution is “The Institution of Engineers Pakistan” hereafter called the Institution.

1.2. Registered Office

The Registered Office, called the Headquarters, of the Institution, is located at 97-BD/1, IEP Building, Liberty Roundabout, Gulberg-III Lahore, Pakistan.

1.3. The status of the Institution

The persons who are now Corporate Members of the Institution and all such persons, as may hereafter become Corporate Members of the Institution, shall forever here after, so long as they continue to be such Corporate Members, be one Body Corporate by the same name shall have perpetual succession and a Common Seal with power to break, alter and make anew the said Seal from time to time at their will and pleasure and by the same name shall and may sue and be sued in all the courts, and in all manner of actions and suits shall have power to do all other matters and things incidental to appertaining to a Body Corporate including the power to take and hold property and power to purchase, take on lease and hold lands, tenements, hereditaments or any interest in any lands, tenements, hereditaments whatsoever in Pakistan and abroad for the purpose of the Institution and power to sell, let on lease, alienate or otherwise dispose of the same or any part thereof.

CHAPTER 2

2.1. Aims and Objectives:

The Aims and Objectives of the Institution are:-

- 2.1.1 To promote and advance the science, practice and business of engineering.
- 2.1.2 To promote efficiency in the engineering practice and profession.
- 2.1.3 To regulate the professional activities and assist in maintaining high standards in the general conduct of its members.
- 2.1.4 To lay down professional code of ethics and to make it mandatory for its members to abide by the same in their professional conduct.
- 2.1.5 To help for the acquisition and exchange of technical knowledge among its members.
- 2.1.6 To promote the professional interest and social welfare of its members.
- 2.1.7 To encourage original research in engineering and conservation and economic utilization of the country's materials and resources.
- 2.1.8 To foster co-ordination with similar Institutions in other countries and Engineering Universities, Institutions and Colleges in Pakistan and abroad for mutual benefits in furthering the Objectives of the Institution.
- 2.1.9 To disseminate among its members information on all matters affecting engineering and to encourage, assist and extend knowledge and information connected therewith through lectures, discussions or correspondence, by holding conferences, publication of papers, periodicals and journals, proceedings, reports, books, circulars and maps or other literary undertaking, by encouraging research work or by the formation of libraries and collection of models, designs, drawings and other articles of interest in connection with engineering or otherwise howsoever.
- 2.1.10 To promote the study of engineering and disseminate knowledge for the scientific and economic development of engineering in Pakistan
- 2.1.11 To establish, acquire, carry on, control or advise with regard to colleges or other educational establishments where students and apprentices may obtain a sound education and training in engineering on such terms as may be settled by the Institution.

- 2.1.12 To encourage, regulate and elevate the technical knowledge of persons engaged in or about to engage in engineering or in any employment in connection therewith and with a view thereto function as an Educational Institution and to provide for holding of coaching wherever possible and to test by examination or otherwise the competence of such persons and to institute and establish professorships, studentships, scholarships, rewards and other benefactions and to grant certificates of competency whether under any Act of the Government of Pakistan or local Government under the Bye-Laws of the Institution regulating the conduct and qualification of engineers or otherwise howsoever.
- 2.1.13 To co-operate with various Government agencies and industrial and commercial enterprises connected with engineering and advising them in matters concerning the profession and practice of engineering and promotion of technical education.
- 2.1.14 To encourage inventions and investigate and make known their nature and merits.
- 2.1.15 To arrange and promote the adoption of equitable forms of engineering contracts and other legal documents, to encourage settlement of disputes by arbitration and to act as and nominate arbitrators and umpires on such terms as may be expedient.
- 2.1.16 To promote just and honorable dealing and to suppress mal-practices in engineering
- 2.1.17 To do all such other acts and things as are incidental or conducive to **any of** the above **objectives**.

CHAPTER 3

- 3.1.** With a view to the better attainment of the objectives of the Institution, **the** Institution shall establish Local Centers, Sub-Centers, and Student Chapters in various areas and take other measures for the benefit of members **in accordance with the Bye-laws of the Institution.**
- 3.2.** There should be general meetings of all classes of members from time to time and there shall always be a Governing Body called the COUNCIL to direct and manage the concerns of the Institution; and only the General Meeting of Corporate Members and Council shall have the entire direction and management of the Institution according to Bye-Laws framed hereinafter by majority votes, the Chairman of the meeting having a casting vote. The Corporate Members only shall choose the President, the Vice Presidents and other Council Members who will make and establish Bye-Laws necessary for conducting the business of the Institution or alter, vary, or revoke and make such new ones as they may think most useful and expedient. The Council shall have the sole management of the income, funds and properties and shall or may do all such acts and deeds as shall appear to them necessary or essential to be done for the purpose of achieving the Aims and Objectives of the Institution.
- 3.3.** No **R**esolution or Bye-Law shall on any account or pretense whatsoever be made by the Institution in opposition to the general scope, true intent of the Laws of Pakistan and if any such rules and Bye-Laws are made the same shall be absolutely null and void.
- 3.4.** The Institution shall not carry on any trade or business or engage in any transaction with a view to pecuniary gain or profit of the members thereof. No member shall have any personal claim on any property of the Institution or shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise, except in the case of salaried **officials** of the Institution.
- 3.5. Property**

The whole property of the Institution is vested solely and absolutely in the members thereof and they shall have full power and authority to sell, alienate, charge or otherwise dispose of the same as they think proper, but no sale or mortgage, encumbrance or other disposition of any property, lands, tenements, or hereditaments belonging to the Institution shall be made except with the approbation and concurrence of a General Meeting, when the required quorum obtains and two third members present vote in favour. Under no pretense whatsoever, any such property or effects or the income or revenue derived from voluntary contributions or

otherwise be applied in making any dividend, gift or bonus between any of the members and same is hereby expressly prohibited provided that it shall be lawful for the Council to grant honorarium to a member who has rendered or has been rendering special service to the Institution.

3.6. Examinations

The Council shall **hold** examinations for approved candidates for admission as Members and shall frame regulations for such examinations defining time and places at which **these** shall be held, the subjects and the fee to be paid by **the** candidates admitted thereto. The Council may add or vary or rescind any of the aforesaid regulations. The Council shall have power to recognize such university degrees, institutions and other certificates as **it may consider as sufficient standard for attainment of scholarship in the subjects referred to above.** The council may exempt holders of such certificates from passing in whole or in part of the said examinations.

3.7. Publications

3.7.1 The Council **shall** adopt means for the advancement of the **Aims and Objectives** of the Institution and arrange for the publication of such papers and documents as may advance professional knowledge and promote engineering science and practice. For this purpose a Publication Committee **shall** be constituted which may be assisted by Honorary Editor or Editors from amongst the members of the Institution.

3.7.2 Every Paper, map, plan, drawing or model presented to the Institution shall be considered the property **of the Institution, unless there existed some prior arrangement to the contrary.** The Council may publish these in any way and at any time they may think proper. No author or anybody else can publish any such document elsewhere without the approval of the Publication Committee.

3.8. The Institution shall maintain libraries **(Digital or otherwise)** of technical books, journals and also of allied subjects at the Headquarters and such Local **Centers** and places as the Council may decide and shall keep in touch with similar institutions in other parts of the world.

3.9. Establishment of Divisions

3.9.1 The Council shall establish the following Divisions of various engineering disciplines at its headquarters level: -

- 1. Civil & Allied Disciplines**
- 2. Electrical & Allied Disciplines**

3. Mechanical & Allied Disciplines

4. Combined Group of All remaining Disciplines

The Council may establish further Divisions of the engineering profession as may be deemed appropriate. The Divisions shall function under Vice-Presidents of the Institution, one for each Division. Divisional activities will be promoted at the Headquarters and at the Local Centers through corresponding Vice-Chairmen of respective Divisions.

- 3.9.2 Two Hundred Corporate Members of any such discipline of Engineering may form a Division in any Local Center. In case any division has less than 200 members, it shall not have a separate Vice Chairman and the Local Council shall attach them to a division with similar technology or allow two or more divisions to have a common Vice Chairman.

The Council may re-define the above criteria from time to time as may be deemed appropriate.

- 3.9.3 The Council shall establish Committees for the study of engineering problems of national significance and allocate functions associated therewith to these committees. Technical Committee(s) shall also be established at Local Centers.

3.10. Use of premises of the Institution

The Council may allow the use of the premises of the Institution to any Society or person(s) for meetings connected with the objectives of the Institution on the terms and conditions as may be determined by the Council.

3.11. Awards and Medals

The Institution may bestow fellowship, awards, certificates medals, shields, mementos to meritorious, eminent and reputed engineers / dignitaries. The local council may give similar awards as mentioned above, with the consent of headquarter. The Council shall devise proper procedure/criteria in this regard.

CHAPTER 4

4.1. Membership

4.1.1 Membership of the Institution shall consists of two classes:-

- i. Corporate and
- ii. Non-corporate

Only Corporate Members shall have the right to vote, to requisition meetings and to be elected to the Council.

4.1.2 Corporate Members shall be divided into:-

- i. Fellows
- ii. Members

4.1.3 Non-Corporate Members shall be divided into:-

- i. Honorary Fellows
- ii. Associate
- iii. Student Members
- iv. Affiliates
- v. Subscribers

4.1.4 Corporate or Non-Corporate Membership shall be open to various **disciplines** of engineering as may be approved by the Council.

4.2. Abbreviated Titles

Members shall be entitled to the exclusive use, after their names, of the following abbreviated **titles** showing the class of Membership:-

Honorary Fellows	Hon. F.I.E (Pak)
Fellows	F.I.E. (Pak)
Members	M.I.E. (Pak)
Associates	Associate I.E. (Pak)
Students	Student I.E (Pak)
Affiliates	Affiliate I.E. (Pak)
Subscribers	Subscriber I.E. (Pak)

No person who has ceased to be a member of the Institution is entitled to make use of any designation implying connection therewith.

4.3. Honorary Fellows

Honorary Fellows shall be chosen only from:-

4.3.1 Persons of acknowledged eminence in engineering or science but not **directly** engaged in the practice of that profession. The conferment of this distinction may, in exceptional cases **be for the** life time.

4.3.2 Persons of distinction **whose services or association** is deemed to be of benefit to the Institution. The President, the Prime Minister of Pakistan, Governors **and Chief Ministers of the Provinces**, Heads of other countries and **dignitaries** may be elected by the Council as Honorary Fellows for the tenure of their respective office.

4.4. Fellows

Every candidate for admission as a Fellow shall be a Corporate Member of the Institution **of at least 4 year standing** and shall produce evidence **satisfactory to the Council that he fulfills** the following conditions:-

- 1. Age** He shall not be less than **40** (forty) years of age.
- 2. Occupation** He shall be engaged in the profession of engineering or shall have retired from the profession of engineering after having held **a position of high responsibility**.
- 3. Qualification** He shall also have at least one of the following qualifications:-
 - a) He shall have at least ten years' experience in a position of responsibility for the design and/or execution of important engineering works/**Projects**.
 - b) He shall have attained eminence in engineering.
 - c) He shall either have made some noteworthy contribution to the science of engineering or he shall have materially advanced the practice of engineering from the technical point of view.

- d) He shall have presented/contributed a technical paper / technical lecture/ technical article in the Seminar / Conference/Journal at IEP or at any acceptable National / International Forum.

Note: "Employment as a teacher in an engineering University, College or Institution recognized by the Council or employment in a responsible position of important engineering research will be regarded as employment in the design of important engineering works"

4.5. Members

Every candidate for election to the class of Members shall satisfy the following conditions:-

1. **Age** He shall not be less than 21(Twenty one) years of age.
2. **Qualification** He shall have one of the following qualifications:
 - a) He shall have passed Section 'B' Examination of the Institution or
 - b) He shall have received a degree in engineering recognized by the Council, duly notified by the Council from time to time.

4.6. Associates

Every candidate for attachment to the Institution as an Associate or for transfer from Student to this class shall satisfy the following conditions:-

1. **Occupation** He shall be working under the guidance of a corporate Member on an engineering Project or work.
2. **Qualifications** He shall have satisfactorily completed the three years programme of Instructions in a technology leading to the diploma of Associate Engineering or equivalent recognized by the Council.

4.7. Students

Every candidate for attachment to the Institution as a Student Member with the aim to engage in the design and construction works as an engineer shall not be less than 17

(seventeen) years of age and shall have one of the following minimum qualifications at the time of application:-

1. He shall be attending a regular course of **studies** leading to degree in engineering from an Accredited Engineering Institution recognized by the Institution.
2. He is an Intermediate of Science with Mathematics, Physics and Chemistry or Diploma of Associate Engineering or any equivalent qualification and is engaged in some engineering work under the supervision of a Corporate Member.

4.8. Affiliates

Persons who are not engineers by education and profession and do not come under any class of membership rules specified above **but are qualified to work with engineers** in the advancement of engineering science, knowledge or practice may be permitted to be attached with the Institution as Affiliates. No person who, in the opinion of the Council, is eligible to be a fellow, Member, or Associate shall be admitted as an Affiliate.

4.9. Subscribers

The Council may at its discretion attach to the Institution as a Subscriber any State, Department of the Government, Public Body, Registered Company, Firm or individual not eligible to be a Fellow, Member, Associate, Affiliate or Student who may desire to be so attached. Each subscriber shall be entitled to attend or (if the Subscriber be other than an individual) to depute representatives to attend the Annual Convention.

4.10. Admission of Members

Every candidate for enrolment or for transfer from one class to another including a candidate who is already a member of another class shall apply **on** the prescribed application form to the Institution. Candidates fulfilling the requirements as prescribed above shall be admitted to the Institution on payment of the prescribed fees.

4.11. Cessation of Membership

- a) Any member **who joined the Institution on yearly subscription basis** has not paid his subscription for three years shall cease to be a member of the Institution. He shall have to **pay all arrears or pay entrance fee of enrolment for revival of membership subject to exemption by the Council.**

- b) Every year by the 1st week of June, the Council will compile and publish in the National Newspapers and / or place at IEP website, the list of deceased members whose name are to be removed from the register of the Institution for inviting objections if any. If No objections are received by the end of 3rd week of June of every year, the names of the deceased members whose names have been published in the National Newspapers and / or placed at IEP website will be removed from the register of the IEP and the new updated list of IEP members will be placed at the website by 30th of June every year.
- c) The President shall give approval on the recommendation of the inquiry committee comprising all the Vice Presidents for the de-notification of a member in case it is noticed, at any stage, that someone has got the membership of any class of IEP on the basis of proven fraudulent, fake, illegal and /or fabricated documents/data. The Secretary General shall de-notify accordingly and place such information on IEP Website.
- d) The de-notified member shall have the right to appeal to the Council within Thirty days from the date of issuance of de-notification notice.

4.12. Resignation

Any member may resign his membership by a written communication to the Secretary General who shall put up the same to the authority which has the power to sanction the admission or enrolment for consideration. The resignation shall take effect from the date of receiving the application or such other date at the discretion of the authority concerned.

4.13. Expulsion

If any Fellow, Member, **Associate**, Student, Affiliate or Subscriber be convicted by a **Court of law** or by a competent tribunal of felony, embezzlement, larceny, plagiarism, misdemeanor or other **offence** which in the opinion of the Council renders him unfit to be a member, the Council shall have the right to expel him from the Institution, provided at least two third of the members of the Council present at the meeting, vote in favour of such a course.

4.14. Professional Conduct

All Members are required to uphold the reputation of the Institution and the dignity of the profession of engineers and shall observe and be bound by the Code of Ethics of the Institution. Any alleged breach of this Code by a Member may be brought before

the Council which shall be investigated with the knowledge of the Member. If the Council considers the charge proved, action will be taken by suspension from office, expulsion or admonishing by a letter or posting his name on the notice board or publishing his name with description of his offence.

4.15. Rights and Privileges

Members of the Institution shall, **subject to this Constitution and the Bye-Laws made there under**, enjoy all the rights and privileges as may be conferred by the Institution from time to time. The rights and privileges of every Member shall be personal to him and shall not be transferable by his own act or operation of law.

CHAPTER 5

5.1. Council

Subject to this Constitution and in conformity with the Bye-Laws formed there under, the management of the affairs of the Institution shall be vested in the Governing Body called the Council as detailed below: -

5.1.1 President

5.1.2 Vice Presidents

5.1.3 Presidents of the last three terms provided they are members of good standing

5.1.4 Secretary General

5.1.5 Immediate past Secretary General

5.1.6 Chairman of all Local Centers

5.1.7 Secretaries of all Local Centers

5.1.8 One Council Member for every 200 corporate members or part thereof from each Local Center maintaining Division-wise representation provided that Fellows will have representation proportionate to their membership and the maximum strength of the Council shall be maintained at 80.

Note: No member can become office Bearer or Member of the Council/Local Council unless he is a member of good standing.

5.2. Qualification of President, Vice Presidents, Secretary General and Council Members

5.2.1 The President shall be a Fellow of the Institution of at-least ten years standing and he shall have been a Member of the Council of the Institution for at-least one term. He shall be elected by the Corporate Members of the Institution. He shall serve only for one term in life time.

5.2.2 The Vice-President shall be a "Fellow "of at least Five years standing. He shall be elected by the Divisional Corporate Members of the Institution. He should have been a member of the Council for at least one term. He shall serve only for one term in life time.

5.2.3 The Secretary General shall be a Fellow of the Institution stationed at Lahore and shall have been a Member of the Council for at least one term. He shall be nominated by the President of the Institution before the first meeting of the Council after the elections. He shall serve only for one term in life time. The

President shall have the power to replace the Secretary General as and when deemed necessary.

5.2.4 All Corporate Members of the Institution shall be eligible to contest the elections as Council member for their respective discipline/Division as per Bye-Laws. They shall be elected by the Corporate Members attached to their respective Division.

5.3. Local Councils

Local councils shall manage the affairs of the Institution in the jurisdiction of respective Center established as per Article 7.1 below. The Composition of a local Council shall be as follows:

5.3.1 Chairman

5.3.2 Immediate past President only of the Local Center where registered.

5.3.3 Immediate past Vice Presidents only of the Local Center where registered.

5.3.4 Immediate past Secretary General only of the Local Center where registered.

5.3.5 Vice Chairman, one for each Division

5.3.6 Secretary

5.3.7 Chairman of the last three terms provided they are members of good standing.

5.3.8 Immediate Past Secretary

5.3.9 Council Members

5.3.10 One Local Council Member for every 100 Corporate Members of each Division or part thereof. The number of the so elected Local Council Members will be minimum 5 and maximum 40. Divisional representation will be ensured proportionately keeping in view the total number of members in a Division.

5.4. Qualification of Chairman, Vice Chairman, Secretary Local Center and Local Council Members

5.4.1 The Chairman shall be a Fellow of the Institution for at least five years standing. He shall be elected by the Corporate Members of his respective Local Center. **He should have been a member of the Council from that Center for at least one term.** He shall serve only for one term as Chairman in life time.

5.4.2 The Vice-Chairman of a Local Center Division shall be a **Fellow** of the Institution and registered with or attached to the respective Local Center Division. He shall be elected by the Corporate Members registered with or attached to his respective Local Center Division. **He should have been a member of the Council from that Center for at least one term.** He shall serve only for one term as Vice Chairman in life time.

5.4.3 The Secretary Local Center shall be a **Fellow** of the Institution and shall have been a Member of the Local Council for at least one term. He shall be nominated by the Chairman of the IEP Local Center **before the first meeting of the Local Council after the elections**. He shall be serve only for one term as Secretary in life time. **The Chairman of the respective Local Center shall have the power to replace the Secretary of his respective Local Center as and when deemed necessary.**

5.4.4 All Corporate Members of the Institution shall be eligible to contest the elections as Local Council member for their respective discipline/Division as per Bye-Laws. They shall be elected by the Corporate Members of their Local Center attached to their respective Division.

5.5 Re-election

5.5.1. Re-election of Council Members and Local Council Members

A Council Member / Local Council Member of the Institution shall be eligible for re-election for **subsequent** term(s).

5.6. Elections

5.6.1 Election for the posts of president, Vice-Presidents and the Council Members shall be held by the Headquarters every three years by secret ballot sent **through Courier/Post** in accordance with the provisions of the Constitution and Bye-Laws.

5.6.2 Election for the posts of Chairman, Vice-Chairman and the Local Council Members shall be held by the respective local Center every three years by secret ballot in accordance with the provisions of the Constitution and Bye-Laws.

5.6.3 The election for all posts of the Headquarters and Local Centers shall be held concurrently on the schedule as per Bye-Laws. If election cannot be held at any Center/Centers as per schedule, the Council shall have the power to nominate the Local Council including Chairman, Vice Chairman for those Centers. Casual vacancies shall be filled by co-option by the concerned Council.

5.7. Powers of the Council.

All the Powers of the Institution shall be vested in and be exercisable by the Council except so far as the same are expressly required by the Constitution or the Bye-Laws there under to be exercised by the Institution in General Meetings. No Council Member shall hold any paid appointment of the Institution. Powers will be delegated to the President and other officers by the Council as provided in the Bye-Laws.

5.8. Standing Committees

The Council may constitute Standing Committees from amongst the Corporate Members of the Institution and delegate any of its powers to such Committees as laid down in the Bye-Laws. The Standing Committees so formed shall, in the exercise of the powers so delegated, conform to the Bye-Laws that may, from time to time, be framed by the Council. All standing Committees shall be headed by Council Members who shall be Fellows.

CHAPTER 6

6.1. Meetings of the Council

The Council meeting shall ordinarily be held by rotation at each of the local Center and the Headquarters. The notice of such meetings shall be conveyed to each Council Member with the agenda not less than 14 days before the day of the meeting. An emergent Council meeting may be called at a week's notice. The Council shall meet at least **3** times a year. The quorum shall be **20% of the total seats**. An adjourned meeting for want of quorum shall require no quorum. Requisition for a Council meeting may be made by at least ten Council Members to the President. **Video Conferencing shall be adopted for Council Meetings as soon as possible.**

6.2. Annual General Meeting and Convention

6.2.1 The **Annual** General Meeting and Convention of the Institution shall be held once every year at one of the Local Center. The Annual General Meeting **in the election year shall however be held between 20th December and 5th January** of the next year. **Under extra ordinary circumstances as per decision of the Council/President, the Annual General Meeting and Convention can be held separately.**

6.2.2 The Annual General Meeting of the Institution shall transact the following business and such other business as may be placed by the Council or **at the** General Meeting by unanimous decision **or by majority vote:**

6.2.2.1 Consider and Approve Annual Report

6.2.2.2 Consider and Approve the Audited Accounts.

6.2.2.3 Consider and Approve the Annual Budget.

6.2.2.4 Consider and Approve Appointment of Auditors

6.2.2.5 Declaration of new Council and its installation **(only in the Election year)**

6.2.2.6 Any other item with the permission of the Chair as General Body **may desire to transact by a majority vote.**

6.2.3 The Annual Convention, and Annual General Meetings shall be held and conducted in accordance with the Bye-Laws.

6.3. Extraordinary General Meeting

6.3.1 The President shall call an Extraordinary General Meeting within 40 days of receipt of requisition from at least **50** Corporate Members, out of whom **25** should be Fellows. Such meetings shall only transact the agenda as has been given in the requisition.

6.3.2 The President shall have the right to call an Extraordinary General Meeting of the Institution at his own initiative if such meeting is deemed necessary in the interest of the Institution.

6.4. Quorum for General Meetings

The quorum for the general meeting called as per Article 6.2.1 shall be 50 corporate members and for extra ordinary general meeting called on requisition as per Article 6.3.1 at least 50 percent of the corporate members who have signed the requisition and for extraordinary general meeting called as per Article 6.3.2 shall be 30 corporate members.

CHAPTER 7

7.1. Local Centers

- 7.1.1 The Council shall establish Local Centers at all Provincial Capitals and whenever, 300 Corporate Members of the Institution residing in a defined area other than provincial capitals request the Council of their desire to form a Local Center of the Institution, the Council shall subject to the provisions of the Constitution and Bye-Laws, authorize them to do so after defining the boundary of the area to which the Local Center would relate. The Chairman and Secretary of the Local Council will be nominated by the Council for the first term.
- 7.1.2 The local Centers whose strength falls below 300 shall stand converted to Sub-Center to a nearest Local Center.
- 7.1.3 The Chairman and Secretary must be stationed at the headquarters of the Center/Sub-Center.
- 7.1.4 The Local Center can have General Meetings and Publications of its own.
- 7.1.5 Notwithstanding the above, the Council may establish Center and the Local Council may establish Sub Centers at any place as deemed necessary in accordance with Article 7.4.

7.2. Delimitation of the Local Centers

The Council may, as and when considered necessary either of its own initiative or at the initiative of any Local Center, redefine the boundary in consultation with the concerned local Center(s). It shall be obligatory for every Member of Institution to belong to the Local Center within the boundaries of which he ordinarily resides and that he shall not be on the role of members of more than one Local Center / Sub Center at a time. It is the duty of the Member to inform the Center concerned and also the Headquarters of the Changes of the residence and address on occurrence.

7.3. Student Chapter

- 7.3.1 Each Local Center may form a Student Chapter for promotion of interest and welfare of the Students. Such chapters of the Institution may also be opened at the Engineering Universities, Colleges and Technical institutes in the country.
- 7.3.2 The Student Chapter may arrange coaching classes, seminars, talks by eminent engineers and scientists and senior members and arrange for the publication of

bulletins and journals and study tours to engineering projects **in collaboration with concerned Local Center / Sub Center.**

7.4. Sub-Centers

Whenever a number of Corporate Members not below **fifty (50)** residing at a station within the jurisdiction of a Local Center approach the Local Center to form a Sub Center, the Local Center may agree to the establishment of such Sub Center on being satisfied of the jurisdiction of creating such a Sub Center subject to the approval of the Council. Sub Centers may also be opened by Corporate Members in foreign countries with the approval of the Council and such Sub Centers may be affiliated with the Headquarters or any Local Center.

7.5. Cancellation of Local Center/Sub-Center

When by reason it is determined by the Council that the activities of any Center/Sub-Center are derogatory to the **Aims and Objectives** of the Institution or membership falls below the **numbers fixed for its creation**, the Council **shall** cancel the Center/Sub-Center and merge it with the adjoining Center(s) or **Sub-Center(s)**.

Chapter 8

8.1. Dealing with Provincial Governments

The Chairman of Local Centers located at the Provincial Capital may be authorized by the Council to deal with the Provincial Government in professional matters on behalf of the Council.

8.2. Amendments of the Constitution

- a) The Constitution of the Institution can be amended only in **the** Annual or in Extraordinary General Meetings.
- b) Amendments **to** the Constitution can be proposed by the Council or not less than **50** Corporate Members of whom **25** shall be Fellows.
- c) Corporate Members intending to propose any amendment to the Constitution at any forth-coming Annual General Meeting should do so by forwarding the proposals duly signed by **50** Corporate Members to Secretary General so as to reach him not later than 30th August every year for putting it up in the said General Meeting in accordance with the Bye-Laws.
- d) The amendment shall be passed by two-third majority of Corporate Members present at the meeting.

8.3. Bye-Laws

The Council shall have power to frame Bye-Laws in conformity with the provision of the Constitution.

8.4. Interpretation

In case of any doubt or dispute relating to the interpretation of Constitution or the Bye-Laws made there under, the decision given by the Council shall be final.

8.5. Arbitration

In case of any controversy regarding rights and liabilities of any member of the Institution under this Constitution, the same shall be settled by arbitration in accordance with the Bye-Laws.

8.6. Seal

The Seal of the Institution shall be affixed to such certificates, deeds or documents as required to be sealed only by the Secretary General. The President or Vice-President nominated by the Council and Secretary General shall sign every instrument in which the Seal of the Institution is so fixed.

8.7. Spelling Mistake etc.

All spelling mistakes, omission of commas, full stops and semi colons, grammatical mistakes, clarification of genders and or number wherever necessary, stands corrected. **'He' shall mean 'She' as and when required.**

**PART II
BYE-LAWS**

CONTENTS

CONTENTS		
PREFACE		
CHAPTEER 1	GENERAL	
	Name and Registered Office Interpretations Professional Ethics and Code of Conduct	
CHAPTER 2	Membership	
	Selection and Registration Transfer from one Class to another Notification and Confirmation Honorary Fellows Fellows Members Associates Students Affiliates Subscribers Direct Admission Readmission Transfer from one Center to another Disciplinary Action Impeachment of the President/Chairman Fees and Subscription Donation	
CHAPTER 3	ELECTIONS	
	Electoral Roll Formation of Election Commission at Headquarters Formation of Election Commission at Local Center Invitation for Nominations Consent Bio-Data's Election Fees Return of Nomination Papers Scrutiny of Nominations Voting Prevailing Election Procedure-Dispatch of Ballot Papers Scrutiny/Counting of the Ballots Invalid Ballot Papers Appellate Committees Compilation of Results of the Elections Taking over and vacation of the Office Nomination of the Secretary General/Secretary Local Council Vacancy Vacating of office	
CHAPTER 4	Local Center and Sub-Center	
	Objectives and Activities Formation of Local Center	

	Formation of Sub Center	
CHAPTER 5	MEETINGS	
	Procedure for conducting Council Meetings Matters not included in the Agenda Meetings of the Local Council Procedure for conducting General Meetings Voting at a General Meeting Annual Convention	
CHAPTER 6	Duties of Office Bearers	
	President Vice-Presidents Secretary General Director General Chairman Vice-Chairmen Secretary (Local Council)	
CHAPTER 7	EXAMINATIONS	
	Examinations Examinations Fee Examinations Centers	
CHAPTER 8	FINANCE AND ACCOUNTS	
	Accounting Manual Bank Receipts and Expenditure Maintenance of Cash Book Maintenance of Accounts Auditors Budget	68
CHAPTER 9	Standing Committees	
	Standing Committees Administration and Finance Committee Membership Committee Examination Committee Building Committee Constitution and Bye-Laws Committee Publication and Library Committee Public Relations Committee International Affairs Committee Welfare Committee Women Engineers Committee Any other Committee/Think Tank	
CHAPTER 10	Local Center Committees	
	Local Center Committees Administration and Finance Committee Examination Committee Building Committee Membership Committee Emerging Engineers Committee Publication and Library Committee	

	Public Relations Committee Welfare Committee Women Engineers/Any other Committee	
CHAPTER 11	MISCELLANEOUS	
	Buildings Libraries Bye-Laws Inspection of Records Premises Hiring Rules Access to Property Staff Service Rules Interpretation Arbitration Dissolution Protection Authentication Court cases Spelling mistakes	
Appendixes		
	Appendix-I Appendix-II Appendix-III Appendix-IV Appendix-V Appendix-VI	Invitation for Nominations Nomination for President and Vice-President Nomination for Council Members Nomination for Chairman and Vice-Chairman Nomination for Local Council Members Consent of proposed candidates

PREFACE

The Council framed the Bye-laws of the Institution of Engineers, Pakistan in conformity with Article 8.3 of the Constitution. The Constitution has been improved upon on a number of occasions necessitating revision of different Clauses of Bye-Laws accordingly.

The Council in its 302nd Meeting held on 00-00-2017 considered the Bye-Laws clause by clause once again and approved amendments where considered essential. The Bye-Laws have, therefore, been brought up to date and are printed for reference by all concerned.

ENGR MIAN SULTAN MAHMOOD
SECRETARY GENERAL

CHAPTEER 1

1. GENERAL

1.1 Name and Registered Office

The name of the Institution is “The Institution of Engineers Pakistan” hereafter called the Institution. The Registered Office, called the Headquarters, of the Institution, is located at 97-BD/1, IEP Building, Liberty Roundabout, Gulberg-III Lahore, Pakistan.

1.2 Interpretations

In these Bye-Laws, except where the context otherwise demands, terms and expressions shall have the same respective meanings as in the Constitution and words imparting the singular and shall include the plural, masculine shall include feminine and vice-versa, and words imparting persons shall include bodies corporate.

1.3 PROFESSIONAL ETHICS AND CODE OF CONDUCT

The following Code of Conduct shall apply to all Members of the Institution of Engineers (Pakistan).

1.3.1 To maintain, uphold and advance the honor and dignity of the engineering profession in accordance with this Code, a member shall: -

1.3.1.1 Uphold the Ideology of Pakistan

1.3.1.2 Be honest, impartial and serve the country, his employer, clients and the public at large with devotion.

1.3.1.3 Strive to increase the competence and prestige of the engineering profession.

1.3.1.4 Use his knowledge and skill for the advancement and welfare of mankind.

1.3.1.5 Promote and ensure the maximum utilization of human and material resources of Pakistan for achieving self-reliance.

And

1.3.1.6 Not sacrifice the national interest for any personal gain.

1.3.2 A member shall be guided in all professional matters by the highest standards of integrity and act as a faithful agent or a trustee for each of his client and employer.

1.3.3 A member shall:

1.3.3.1 be realistic and honest in all estimates, reports, statements and testimony and shall carry out his professional duties without fear or favour.

1.3.3.2 admit and accept his own errors when proved and shall refrain from distorting or altering the facts justifying his decision or action.

1.3.3.3 advise his client or employer honestly about the viability of the project entrusted to him.

1.3.3.4 not accept any other employment to the detriment of his regular work or interest without consent of his employer.

1.3.3.5 not attempt to attract an engineer from another employer by false or misleading pretenses.

1.3.3.6 not restrain an employee from obtaining a better position with another employer, and

1.3.3.7 not endeavor to promote his personal interest at the expense of the dignity and integrity of the profession.

1.3.4 A member shall have utmost regard for the safety, health and welfare of the public in the Performance of his professional duties and for that purpose he shall:

1.3.4.1 Regard his duty to the public welfare as paramount.

1.3.4.2 Seek opportunities to be of service in civic affairs and work for the advancement of the safety, health and well-being of the community.

1.3.4.3 Not undertake, prepare, sign, approve or authenticate any plan, design or specifications which are not safe for the safety health, welfare of a person or persons, or are not in conformity with the accepted engineering standards and if any client or an employer insists on such unprofessional conduct, he shall notify the authorities concerned and withdraw his further services on the project; and

- 1.3.4.4** Point out the consequences to his client or the employer if his engineering judgment is over-ruled by any non-technical person.
- 1.3.5** A member shall avoid all acts or practices likely to discredit the dignity or honor of the profession and for that purpose he shall not advertise his professional services in a manner derogatory to the dignity of the profession. He may, however, utilize the following means of identification:
- 1.3.5.1** Professional cards and listing in recognized and dignified publications and classified section of the telephone directories.
- 1.3.5.2** Sign boards at the site of his office or projects for which he renders services; and
- 1.3.5.3** Brochures, business card, letter-heads and other factual representations of experience, facilities, personnel and capacity to render service.
- 1.3.6** A member may write articles for recognized publications but such articles should be dignified, free from ostentations or laudatory implications, based on factual conclusions and should not imply other than his direct participation in the work described unless credit is given to others for their share of the work.
- 1.3.7** A member shall not allow himself to be listed for employment using exaggerated statement of his qualifications.
- 1.3.8** A member shall endeavor to extend public knowledge and appreciation of engineering profession, propagate the achievement of the profession and protect it from misrepresentation and misunderstanding.
- 1.3.9** A member shall express an opinion of an engineering subject only when founded on adequate knowledge, experience and honest conviction.
- 1.3.10** A member shall undertake engineering assignment only when he possesses adequate qualification, training and experience. He shall engage or advise for engaging of the experts and specialists whenever the client's or employer's interests are best served by such service.
- 1.3.11** member shall not discourage the necessity of other appropriate engineering services, designs, plans or specifications or limit free competition by specifying materials of particular make or model.

- 1.3.12** A member shall not disclose confidential information concerning the business affairs or technical process of any present or former client or employer without his consent.
- 1.3.13** A member shall uphold the principles of appropriate and adequate compensation for those engaged in engineering work and for that purpose he shall not:
- 1.3.13.1** Undertake or agree to perform any free engineering service except for civic, religious, or non-profit organizations or institutions.
 - 1.3.13.2** Undertake professional engineering work at a remuneration below the accepted standards of the profession in the discipline; and
 - 1.3.13.3** Accept remuneration from either an employee or employment agency for giving employment.
- 1.3.14** A member shall offer remuneration **commensurate** with the qualifications and experience of an engineer employed by him.
- 1.3.15** A member working in any sales section or department shall, not offer or give engineering consultation or design or advice other than specifically applying to the equipment being sold in that section or department.
- 1.3.16** A member shall not accept compensation, financial or otherwise, from more than one party for the same service, or for services pertaining to the same work unless all interested parties give their consent to such compensation.
- 1.3.17** A member shall not accept: -
- 1.3.17.1** financial or other considerations, including free engineering design, from material or equipment suppliers for specifying their products; and
 - 1.3.17.2** commissions or allowances, directly or indirectly from contractors or other parties dealing with his clients or employer in connection with work for which he is professionally responsible.
- 1.3.18** A member shall not compete unfairly with another member or engineer by attempting to obtain employment, professional engagement or personal gains by taking advantage of his superior position or by criticizing other engineers or by any other improper means or methods.

- 1.3.19** A member shall not attempt to supplant another engineer in a particular employment after becoming aware that definite steps have been taken towards other's employment.
- 1.3.20** A member shall not accept part-time engineering work at a fee or remuneration less than that of the recognized standard for a similar work in another employment without the consent of his employer.
- 1.3.21** A member shall not utilize equipment, supplies, laboratory or office facilities of his employer or client for the purpose of private practice without his consent.
- 1.3.22** A member shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practices or employment of another engineer or member.
- 1.3.23** A member engaged in private practice shall not review the work of another engineer for the same client, except with the knowledge of such engineer or unless the connection of such engineer with the work has been terminated.
- 1.3.24** A member employed in any sales or industrial concern shall be entitled to make engineering comparisons of his products with products of other suppliers.
- 1.3.25** A member shall not associate with or allow the use of his name by an enterprise of questionable character, nor will he become professionally associated with engineers who do not conform to ethical practices or with person not legally qualified to render the professional services for which the association is intended.
- 1.3.26** A member shall strictly comply with the Bye-Laws, orders and instructions issued by the Institution of engineers (Pakistan) from time to time in professional practice and shall not use the association with a non-engineering corporation, or partnerships as a cloak for any unethical act or acts.
- 1.3.27** A member shall give credit for engineering work to those to whom credit is due, recognize the proprietary interests of others and disclose the name of a person or persons who may be responsible for his designs, inventions, specifications, writings, or other accomplishments.
- 1.3.28** When a member uses designs, plans, specifications, data and notes supplied to him by a client or an employer or are prepared by him in reference to such client or the employer's work, such designs, plans, specifications, data and notes shall remain the property of the client and shall not be duplicated by a member for any use without the express permission of the client.

- 1.3.29** Before undertaking any work on behalf of a person or persons for making improvements, plans, designs, inventions or specifications which may justify copyright or patent, a member shall get ownership of such improvements, plans, designs, inventions or specifications determined for the purpose of registration under the relevant copyright and patent laws.
- 1.3.30** A Member shall disseminate professional knowledge by interchanging information and experience with other members or engineers and students to provide them opportunity for the professional development and advancement of engineering under his supervision.
- 1.3.31** A member shall encourage his engineering employees to improve their knowledge, attend and present papers at professional meetings and provide a prospective engineering employee with complete information on working conditions and his proposed status of employment and after employment keep him informed of any change in such conditions.
- 1.3.32** A member employed abroad shall order his conduct according to this Code, so far as this is applicable, and the laws and regulations of the country of his employment.
- 1.3.33** A member shall report unethical professional practices of an engineer or a member with substantiating data to the Institution of Engineers (Pakistan) as a witness, if required.

CHAPTER 2

2. MEMBERSHIP

2.1. Selection and Registration

Subject to the age, qualification, special provisions and restrictions as laid down in the Constitution, candidate for **selection** to any class shall be proposed and supported as provided hereunder, in writing **on the prescribed form as prescribed by the Council. All due fees shall be paid along with the application.**

2.2. Transfer from one Class to another except transfer to Fellowship.

The transfer of candidate from one class to another shall be put up **on** the prescribed form by the Secretary General after scrutiny to the President for approval.

2.3. Notification and Confirmation

2.3.1 Application considered incomplete or defective shall be returned by the Secretary General to the Local Center within one month of receipt stating the reasons.

2.3.2 Election or transfer of every applicant shall be forth-with notified by the Secretary General or by his authorized officer in the prescribed form to the sponsoring Local Center. His name shall however, not be entered in the Register/Data base and he shall not be entitled to enjoy or exercise any of the rights and privileges of the Institution or to vote until the admission fee and the yearly subscription has been paid in full.

2.3.3 **Diploma shall be awarded to Fellows and Members by the Headquarters office showing the discipline to which they belong. Associates and Affiliates will receive their certificates showing their technology and specialization respectively. Honorary Fellows and Subscribers will receive certificate of attachment with the Institution. Student cards will be issued to the registered students which they shall produce whenever asked for verification during their attachment with the Institution.**

2.3.4 A Master Register/**Data base** shall be maintained by the Headquarters Office for each class of membership separately. Division wise list shall also be maintained by the Headquarters Office. The particulars of a candidate after selection shall be entered into the register/**data base** chronologically under a proper serial number. Separate registers/**data base** for Corporate Members of each Center shall be maintained by the Headquarters Office. **A database of all the Members shall accordingly be maintained and displayed on the IEP web site.**

- 2.3.5 The database shall be updated regularly so that updated and corrected lists are available all the time.
- 2.3.6 The members shall be responsible to intimate change of address, contact number and email etc.
- 2.3.7 All correspondence by the Institution with the Members shall be made through email except in very essential cases and paperless working shall be encouraged.

2.4. Honorary Fellows

- 2.4.1 At least 20 Corporate Members or Council or President may propose to confer the Honorary Fellowship on a person of acknowledged eminence in engineering or science but not engaged in the practice of the profession. The Secretary General shall circulate the proposal along with a synopsis showing qualifications/merits of the nominee to the Council Members before presenting the same to a meeting of the Council. After approval by the Council, the nominee shall be informed by the Secretary General of his election and obtain his consent. On receipt of his consent his name and qualifications shall be announced in Annual General Meeting and entered in the Register of the Institution.
- 2.4.2 A person of distinction whom the Institution desires to honor for his services rendered or where his association is deemed to be of benefit to the Institution or holds the office of the President or Prime Minister, or Chairman of Senate, Speaker of National Assembly of Republic of Pakistan or Governor of any Province or Federal Minister or Chief Minister of a Province or any other dignitary or head of other country, could be elected by the Council as Honorary Fellow for the tenure of respective office. However, in case of urgency, the President of the Institution is empowered to confer Honorary Fellowship on such personalities. He shall however, place the case subsequently before the Council for information and also announce the same at Annual General Meeting as the case may be.
- 2.4.3 There shall be no entrance fee or annual fee in case of Honorary Fellows.

2.5. Fellows

- 2.5.1 The application shall be sent to the Headquarters directly or through Local Center by the Member on the prescribed form duly supported with attested copies of testimonials. In case of submission of application to Local Center, the Chairman of the concerned Local Center shall forward the application to Headquarters office duly recommended after verification of qualifications and experience of the candidate in

accordance with the Constitution and Bye-Laws. In case of submission of application to Headquarters, the Secretary General shall verify the qualifications and experience of the candidate in accordance with the Constitution and Bye-Laws.

2.5.2 The application(s) shall be scrutinized by the Headquarters office in accordance with the laid down criteria and the Secretary General shall prepare a statement of all such cases for circulation and approval of the Council.

2.6. Members

2.6.1 The application for Member shall be sent to the Headquarters directly or through Local Center by the candidate on the prescribed form duly supported with copies of testimonials. In case of submission of application to Local Center, the Chairman of the concerned Local Center shall forward the application to Headquarters office duly recommended after verification of qualifications and experience of the candidate in accordance with the Constitution and Bye-Laws. In case of submission of application to Headquarters, the Secretary General shall verify the qualifications and experience of the candidate in accordance with the Constitution and Bye-Laws.

2.6.2 The application(s) shall be scrutinized by the Headquarters Office/Secretary General in accordance with the laid down criteria and shall be put up within 30 days to the President for final approval.

2.7. Associates

2.7.1 The application for Associate shall be sent to the Headquarters through Local Center by the candidate on the prescribed form duly supported with copies of testimonials. The Chairman of the concerned Local Center shall forward the application to Headquarters duly recommended after verification of qualifications and experience of the candidate in accordance with the Constitution and Bye-Laws.

2.7.2 The application(s) shall be scrutinized by the Headquarters Office/Secretary General in accordance with the laid down criteria and shall be put up within 30 days to the President for final approval.

2.8. Students

The application for "Student" shall be sent to the respective Local Center by the candidate on the prescribed form duly supported with copies of testimonials. The Chairman of the concerned Local Center shall verify the qualifications, enter his name in the Register of the Local Center and shall forward the application duly recommended to Headquarters office for allotment of Registration Number.

2.9. Affiliates

2.9.1 The application for 'Affiliate' shall be sent to the Headquarters through Local Center by the candidate on the prescribed form duly supported with attested copies of testimonials. The Chairman of the concerned Local Center shall forward the application form duly recommended to Headquarters.

2.9.2 The application(s) shall be scrutinized by the Headquarters Office/Secretary General in accordance with the laid down criteria and shall be put up within 30 days to the President for final approval.

2.10. Subscribers

2.10.1 The application for 'Subscribers' shall be sent directly to the Headquarters or through Local Center by the candidate on the prescribed form duly supported with copies of testimonials. The Chairman of the concerned Local Center shall forward the application duly recommended to Headquarters office after verification of qualifications and experience of the applicant in accordance with the Constitution and Bye-Laws.

2.10.2 The application(s) shall be scrutinized by the Headquarters Office/Secretary General in accordance with the laid down criteria and shall be put up within 30 days to the President for final approval.

2.11. Direct admission

In case of direct application to the Headquarters for any class of membership the Secretary General shall exercise the same power as that of Local Center Chairman.

2.12. Re-admission

Any **Member** whose membership had been terminated for any reason can be re-admitted by the Council provided he satisfies the Council that he is worthy of re-admission and pays the prescribed membership fee afresh, along with any arrears and dues as the Council may determine.

2.13. Transfer from one Center to another

A member shall belong to a Local Center as per his present residence. A member shall invariably inform in writing to the Secretary General with copies to the Chairmen of both concerned Centers about transfer/change of residence. The Headquarter

office and respective Chairmen will delete/enter his name in the relevant registers/Data base accordingly.

2.14. Disciplinary Action

2.14.1 The President shall have the power to suspend any member or office bearer other than Honorary Fellow and shall constitute an enquiry against him, in case any complaint is received or it is noticed that he works against the interest of the Institution and the provisions of Constitution and Bye-Laws. Such member/office bearer shall not take part in any activity of the Institution during the period of enquiry and final decision of the Council.

2.14.2 An enquiry committee comprising of all Vice Presidents shall conduct the inquiry proceeding immediately after suspension of a member.

2.14.3 The enquiry committee shall submit its findings to the President within 4 weeks positively.

2.14.4 The President shall decide the matter within 4 weeks after receipt of the findings.

2.14.5 The affected Member/office bearer shall be provided full opportunity to defend himself in writing before the enquiry committee. In case the affected person does not take part in the proceedings, ex-party decision shall be taken.

2.14.6 The Member may appeal to the Council for review/revision of the decision of the President within 30 days. The decision of the Council shall be final.

2.15. Impeachment of the President

The Council shall have the power to impeach the President with $\frac{3}{4}$ majority of the total strength of the Council in case of serious violation of Constitution and Bye-Laws provided a written request by 50% of the total Council members is submitted to the Secretary General. The matter shall be decided in the forthcoming/emergent Council meeting. The Local Council shall have the same power for the Chairman of respective Center.

2.16. Fees and Subscription

2.16.1 Membership Fees (entrance Fee to any class), Transfer Fee (from one class to another), Diploma/Certificate fee and other fees/subscriptions (for Readers Club etc.) shall be payable as fixed by the Council from time to time.

2.16.2 The Membership fee for all classes except students shall be charged on Life time basis. Transfer fee shall however be charged from a life member on transfer from one class to another.

2.16.3 No registration fee shall be charged from students. They shall have to pay membership fee to become Member of the Institution after becoming eligible

2.16.4 Entrance and Transfer fees shall be payable to the respective Local Center. Diploma/Certificate/card fee and Subscriptions to HQs Journal shall be payable to the Headquarters Office.

2.17. Donation

The Council/Local Councils may raise donations for any important or special activity in furtherance to the Aims and Objectives of the Institution. Proper accounts shall be maintained for all receipts and utilization.

CHAPTER 3

3. ELECTIONS

Election for all the posts shall be held division-wise except for the posts of President and Chairman. The following schedule will be adhered to in the year of elections by Headquarters Office and each Local Center as applicable:

3.1. Electoral Roll

3.1.1 All the corporate Members who have cleared their dues on or before 30th June of the election year shall only be eligible to vote, contest or nominate a candidate.

3.1.2 The updated lists containing membership number and name of all eligible Members Division-wise separately for Fellows and Members shall be posted on the web by the headquarters office as per the available record.

3.1.3 The Local Centers and individual members may point out to Headquarters in writing any changes/corrections by 31st July of the election year.

3.1.4 The Secretary General shall send to each Local Center and also post on the web, the following authenticated information by 1st September of the Election year:-

3.1.4.1 List of Fellows eligible to **contest** for the office of President indicating against each name, the Division and the Center to which he belongs.

3.1.4.2 List of Fellows eligible to stand for the office of Vice President, Chairman and Vice-Chairman indicating against each name, the division and Center to which he belongs.

3.1.4.3 Division-wise/Center wise list of Corporate Members eligible to stand in the election as Council Member.

3.1.4.4 Division-wise number of seats for the offices of Vice Presidents, Council Members, Vice Chairmen and Local Council Members as per relevant provisions of the Constitution and Bye-Laws.

3.1.4.5 The above mentioned lists can be downloaded from the Web by the interested Members or hard copy can be obtained from the Headquarter/Local Centers on payment of a fee to be prescribed by the HQ. Election Commission.

3.2. Formation of Election Commission at Headquarters

The Council in its July/August meeting shall form an Election Commission at Headquarters with President or any Vice President or any senior Fellow of reputable integrity as its Chairman, Secretary General and Four Fellow Council Members preferably one from each major Local Center as its Members. The Secretary General shall be the Secretary of the Election Commission. The Director General shall be Ex-officio member of the Commission. The members of the Election Commission shall not be eligible to contest election for any office of the Council, however they may contest election for their respective Local Council. The Election Commission may co-opt any other member with full voting rights in case any vacancy occurs due to any reason after formation of Commission. The members of the Headquarters Election Commission shall not become member of any Local Center Election Commission.

3.3. Formation of Election Commission at Local Center

Each Local Council in its July/August meeting shall form an Election Commission at Local Center with Chairman or any Vice Chairman or any senior Fellow of reputable integrity as its Chairman, Secretary and two Corporate Members as its Members. The Secretary of the Local Center shall act as the Secretary of the Commission. The members of the Election Commission shall not be eligible to contest election for any office of the Local Council however they may contest for the Council. The Election Commission may co-opt any other member with full voting rights in case any vacancy occurs due to any reason after formation of Commission. The members of the Local Election Commission shall not become member of Headquarters Election Commission.

3.4. Invitation for Nominations

3.4.1 By 15th September, the Secretary of the Election Commission set up at the Headquarters shall invite nominations from all Corporate Members through Press notification and/or IEP web site on the prescribed Proforma (Appendix-I) for the following posts:-

1. President
2. Vice Presidents
3. Members of the Council.

3.4.2 By 15th September the Secretaries of the Election Commission set up at Local Centers shall invite nominations from all Corporate Members attached to the Center through Press notification and/or IEP Local Center website on the prescribed Proforma for the following posts:-

1. Chairman
2. Vice Chairmen
3. Members of the Local Council.

3.4.3 Nomination Papers shall be duly proposed and seconded by **corporate members of good standing, whose names are present** on the electoral roll. A Member can propose one number President (of any **division**), one number Vice President (only of his own division), one number Chairman (of any division), one number Vice Chairman (only of his own division) and any number of candidates for Council and Local Council Members for his own Division but not more than that as declared by the IEP Headquarters at the time of inviting nominations. The proforma on which the nominations will be received from the Corporate Members are appended for the President and Vice Presidents as Appendix-II, for Council Members as Appendix-III, for Chairman and Vice Chairman as Appendix-IV and for Local Council Members as Appendix-V.

3.4.4 No Member can propose or second his own candidature for the Office of President, Vice President, Chairman, Vice Chairman, Council Members and Local Council Members. Any violation of above shall amount to straight-away rejection of nomination papers.

3.5. Consent

Written consent of the candidate along with his/her correct postal address shall invariably be obtained **on Appendix-VI and attached with the nomination form by the proposer.**

3.6 Bio-Data's

Candidates contesting election may attach their bio-data with their nomination papers not exceeding 100 words for President, 50 words for Vice President and Chairman and 20 words for the Vice Chairman.

3.7 Election Fees

The nomination papers **must** be accompanied by an election fee **as** prescribed by the Council from time to time and shall be payable by the candidate either in cash or by Bank Draft or Pay Order to the H.Q. Office or to the Local Center as the case may be. The election fee shall be refundable on request in case of withdrawal. In case of more than one nomination of the same candidate for the same seat, photo copy of

the original receipt of Bank Draft/Pay Order/Cash Receipt shall be attached with each subsequent nomination.

3.8 Any violation of above shall amount to straight-away rejection of nomination papers.

3.9 Return of Nomination Papers

The nomination papers shall be received up to 5th October at Headquarters Office and in the respective Local Centers by 1600 hours without fail.

3.10 Scrutiny of the Nominations

3.10.1 The Headquarters Election Commission after scrutinizing the nominations so received, by 5th October up to 1600 hours shall inform the candidates about the acceptance or rejection of their nominations (giving the reasons for rejection of nomination paper) by 15th October.

3.10.2 Withdrawal or objections, if any on the reason of rejection or the acceptance of candidature shall be received by the Headquarters Election Commission also on or before 25th October upto 1600 Hours positively.

3.10.3 The Election Commission after detailed scrutiny and deciding on the objections (if any) received, shall finalize list of eligible candidates for the ballots by 31st October. The decision of the Election Commission shall be final.

3.10.4 The Local Center Election Commission shall follow the same procedure and schedule as above for the post of Chairman, Vice Chairman and Local Council Members.

3.10.5 The list of the candidates approved by the respective Election Commissions shall be displayed on the notice boards of the Headquarters Office and the Local Centers as the case may be.

3.11 Voting

The following procedure shall be adopted: -

3.11.1 Electronic / any latest mode of voting shall be adopted as and when available after the approval of the Council. Until adoption of this option the prevailing election procedure will remain in vogue.

3.11.2 Prevailing Election Procedure - Dispatch of Ballot Papers.

- 3.11.2.1 The Secretary of Headquarter Election Commission shall communicate to the Registrar Cooperative Department, Government of Punjab, the complete Election Schedule of Council Election for his information by 10th September of the Election year with the request to nominate one of their official to oversee the Election Process as per schedule if they so desire.
- 3.11.2.2 The Secretary Headquarters Election Commission shall dispatch the ballot papers as per Article 5.6.1 of the Constitution for the post of President, Vice Presidents and Council Members along with the candidate's bio-data (as applicable) by 25th November to the Corporate Members as per Electoral roll.
- 3.11.2.3 The Chairman of the respective Local Center's Election Commission shall dispatch by 25th November the ballot papers as per Article 5.6.2 of the Constitution for the post of Chairman, Vice Chairman and Local Council Members along with Bio-data (as applicable) to the Corporate Members of the Local Center eligible to vote.
- 3.11.2.4 All Ballot Papers shall be given a Serial No and Bar Code and initialed by Chairman and Secretary of the Election Commission or in his absence by one member of the Election Commission nominated by the Chairman.
- 3.11.2.5 Ballot Papers shall be sent by Courier Service of repute along with self-addressed pre-paid envelope. In case Courier Service is not available for any area, the ballot papers shall be sent by Registered Post/UMS or any other available secure service.
- 3.11.2.6 The Corporate Members shall return the ballot papers in the "Return envelopes" by the same courier service / registered post / UMS / any other secure service through which the ballot papers were sent to them, so as to reach the respective Election Commission on or before 15th December by 1600 hours. All such ballot papers returned by any other means or by hand shall be treated as invalid.
- 3.11.2.7 Ballot papers will be kept in Ballot Boxes duly sealed for the purpose.
- 3.11.2.8 The Sealed Ballot Box or Boxes shall be opened in the presence of the respective Election Commission at the time of counting of the Ballots.

3.12 Scrutiny/Counting of the Ballots

3.12.1 The Headquarters Election Commission as well as the Local Center Election Commissions shall start the scrutiny/counting of the ballot papers (votes) at 1800 Hours on 15th December which shall continue till the counting is complete. The candidate(s) shall be allowed to witness the counting of votes if they so desire personally or through their authorized representatives. On completion of the counting the result shall be prepared and declared duly signed by the respective Election Commission and displayed on the notice boards of the Headquarters and Local Centers as the case may be.

3.12.2 The result after declaration shall be communicated in writing to successful candidates by the Headquarters for the office of President, Vice Presidents and Council Members and by the Local Centers for the offices of Chairman, Vice Chairmen and Local Council Members. The decision of the H.Q and Local Centers Election Commissions shall be final.

3.13. A ballot paper shall be invalid if:

The Corporate Members has not returned the ballot papers in the "Return envelopes" containing Bar Code sent with ballot paper

Or

The voter has written his name, word or mark, by which the voting person may be identified.

Or

It does not contain the initials of the Chairman and the Secretary of the Election Commission.

Or

It does not contain a mark in the boxes in the ballot paper or boxes have not been correctly marked as per instructions printed on the ballot paper.

Or

A mark is placed against the names of two or more candidates.

Or

There is any uncertainty as to the identity of the candidates against whose name the mark is placed.

Note: As a result of counting of votes if two or more candidates get an equal number of votes, the decision shall be taken by draw.

3.14 Appellate Committees

3.14.1 An Appellate Committee shall be formed by the Council which will be headed by the President with two Members to be nominated **by the Council** out of the existing Vice Presidents/Chairmen. Secretary General shall work as Member-Secretary.

3.14.2 An Appellate Committee will also be formed at Local Centers headed by the Chairman with two Members out of the existing Vice Chairmen to be nominated by the Local Council. The Secretary of the Local Center shall be the Member-Secretary.

3.14.3 If any of the candidates feels aggrieved of the results he may make an appeal within seven days of the announcement of the results. The decision of the Appellate Committee shall be binding.

3.15 Compilation of Results of the Elections

3.15.1 The Chairmen of **all** Election **Commissions** shall communicate the declared results of the Elections to the Secretary General by 20th December positively.

3.15.2 The Secretary General shall compile the declared results of all the elections held by the Headquarters and the Local Center's Election **Commissions and notify prior to the Annual General Meeting**.

3.15.3 In case of any non-adherence of the election schedule due to some un-avoidable circumstances, the President/Council shall have **the** power to shift the date of commencement or any other scheduled dates fixed for election process. In such circumstance the revised election time table must adhere to the scheduled interval of various election processes. This shall apply to all the elections at the Headquarters and Local Centers which shall invariably be held concurrently.

3.15.4 In the event the Chairman of any or all Local Centers fail to hold election within the specified period, the Council shall fill up all such vacancies by nominations and these nominated persons shall have the same power and be subject to the same responsibilities as if they **were** duly elected in the ordinary course. These nominations shall be made by the sitting Council in its meeting immediately succeeding the

election. The Chairman so nominated will be given an oath immediately by the President or the person presiding the Council Meeting and accordingly the whole Local Council shall stand installed.

3.15.5 In case no proposal is received for a post, such posts are to be treated as casual vacancy and are to be filled in as specified in the Bye-Laws.

3.16 Taking-over and vacation of the Office

3.16.1 The term of the offices of the President, Vice Presidents, Chairman, Vice Chairman and various Councils shall end with the declaration of the election results. Immediately after the announcement of results by the respective Election Commissions (under clause 3.12.1 above), the sitting President/Chairman or in their absence the Chairman of the Election Commissions shall give oath of office to the Elected President/Chairmen.

3.16.2. The new President shall announce the election results both for Council and Local Councils at the Annual General Body Meeting. The Annual General Body Meeting shall however, be presided by the outgoing President and conducted by the outgoing Secretary General. This Annual General Body Meeting shall be held between 20th December of the Election Year and 5th January of the successive year.

3.16.3 Taking over, vacation and re-election, provisions of Bye-Laws shall apply mutatis mutandis in case of Local Council as well.

3.16.4 Soon after the conclusion of the Annual General Body Meeting, a formal meeting of the newly elected Council for the ensuing term shall be held on the same day for which formal agenda showing venue and time shall be issued by the Secretary General.

3.17 Nomination of the Secretary General / Secretary Local Council

3.17.1 The Secretary General shall be nominated by the President as per procedure laid down in the Constitution. The Secretary General shall officially take charge of his office immediately after the issuance of signed notification of his appointment by the President.

3.17.2 The Secretary of the respective Local Centers shall be nominated by the Chairman of the respective Local Centers as per procedure laid down in the Constitution. The respective Secretary of the Local Center shall officially take charge of his office immediately after the issuance of signed notification of his appointment by the respective Chairman.

3.18 Vacancy

3.18.1 The Council may fill any vacancy by co-opting from corporate members for the office of President, Vice President and Council Members as and when it occurs for the rest of the term in accordance with defined qualifications for each office.

3.18.2 The respective Local council may fill any vacancy by co-opting from its corporate members for the office of Chairman, Vice Chairmen and local council member as and when it occurs for the rest of the term in accordance with defined qualifications for each office.

3.18.3 The vacancy of the Secretary General/Secretary Local Council shall be filled in as laid down in the Constitution.

3.19 Vacating an office

The office of President, Vice Presidents, Secretary General, Chairman, Vice Chairman and member of the Council/Local Council shall deemed vacant if:-

3.19.1 One resigns by written notice to the respective council provided that Council accepts his resignation.

3.19.2 One ceases to be a Fellow or Member of the Institution.

3.19.3 The Council Member ceases to be the member of the Council due to invoking Clause 5.1.9.

CHAPTER 4

4. Local Center and Sub-Center

4.1 Objectives and Activities

4.1.1 The objectives, procedures and activities of the Local Centers and Sub-Centers shall as far as practicable be the same as those of the Institution. The provisions of the Constitution and the Bye-Laws of the Institution in this regard apply mutatis mutandis to Local Centers and Sub-Centers except the provisions of Article 3.11 of the Constitution which can only be exercised by the Council.

4.1.2 Rules of procedure and directions issued from time to time by the Council shall apply mutatis mutandis in the case of Local Centers and Sub-Centers.

4.2 Formation of Local Center

4.2.1 Corporate Members residing in an area and desirous of forming a Local Center under Article 7.1 of the Constitution shall first form a preliminary Committee of not less than 10 Corporate Members of whom one should be elected Convener. This Committee shall under the signature of the Convener and supported altogether by 300 Corporate Members as signified by the original signature of each Member on the application, apply for the sanction of the Council for the formation of a Local Center, specifying the location of the office and boundary of area proposed to be served.

4.2.2 The Council shall sanction the formation of Local Center if found feasible after due consideration and nominate one of the eligible Corporate Member of the Local Center as its Chairman for rest of the term. The members of the preliminary Committee shall form the nucleus of the Local Center for such Center. The Chairman of the Local Center may assign duties to any member of the Local Council for the performance of various activities of the Local Center and the Institution.

4.3 Formation of the Sub-Center

4.3.1 Corporate Members residing in an area and desirous of forming a Sub-Center under Article 7.4 of the Constitution shall first form a preliminary Committee of not less than 5 Corporate Members of whom one should be elected Convener. This Committee under the signature of the Convener and supported altogether by 50 Corporate Members, as signified by the original signature of each member, on the application, apply for the sanction of the Local Center for the formation of Sub-Center specifying the location of the office and boundary of area proposed to be served. Before permitting formation of a new Sub-Center the approval of the Council will be taken by

the Local Center. The Sub-Center for all practical purposes shall remain attached with the concerned Local Center.

- 4.3.2 The Council shall sanction the formation of Sub-Center if found feasible after due consideration and nominate on recommendation of the concerned Local Center, one of the eligible Corporate Member of that Sub-Center as its Chairman for rest of the term. The members of the preliminary Committee shall form the nucleus of the Sub-Center. The Chairman of the Sub-Center may assign duties to any member of the Sub-Center for the performance of various activities of the Sub-Center and Local Center.

CHAPTER 5

5. MEETINGS

5.1 Procedure for Conducting Council Meetings

- 5.1.1 A meeting of the Council shall be convened, subject to Article 6.1 of the Constitution. **Each member shall have one vote at any meeting of the Council.** The Chairman shall have a casting vote. If the Majority of members present in the meeting so demand, the voting shall be by a secret ballot.
- 5.1.2 On the demand of majority of members present at any meeting of the Council, any item of agenda of the meeting shall be adjourned to the next meeting for consideration.
- 5.1.3 Any member of the Council may request in writing to the Secretary General to move a certain matter in the next meeting of the Council. Such request if received earlier than the dispatch of meeting notice shall be included in the agenda subject to the approval of the President/Acting President.
- 5.1.4 Where a meeting of the Council is not held for want of quorum, the meeting shall be adjourned for **1 hour and** the quorum shall not be needed for such adjourned meeting. Where any member is unable to attend, he may send his views **on** any agenda item in writing and such views shall be placed in the Council during the discussion of the Agenda.
- 5.1.5 **In extreme urgency, the views of the members of the Council on a draft resolution shall be obtained by circulation and submitted to the President by the Secretary General. The President will take the decision on the basis of the majority decision of responses of at least 75% of the Council members. This will be considered as the decision of convened meeting of the Council. The final decision shall be circulated to Council members by the Secretary General duly counter signed by the President. The Secretary General will present the complete responses of all the members in the next meeting of the Council for ratification of this decision.**
- 5.1.6 The minutes shall be circulated **within 15 days by the Secretary General duly signed on each page** to all the Council Members and Local Centers. After circulation within 15 days, if no comments/observations are received, the minutes shall stand confirmed for action. The minutes of the previous meetings shall however be placed for confirmation in the next meeting of the Council. Minutes of all **meetings** of the Council shall be **filed in proper folders/files**.

5.1.7 Matter not included in the Agenda:-

The President is authorized to bring up before the Council any necessary matter without sufficient notice. The Secretary General is authorized to bring up before the Council matters on which no question of principle is involved or on which no serious difference of opinion is expected under “any other Item” without notice.

5.1.8 No matter or item which has once been decided shall be brought up for re-consideration unless at least three more meetings are over unless it is introduced by the President under clause 5.1.7 above or a requisition for re-discussion signed by a majority of the members of the Council is received by the President explaining the reasons thereof in the said requisition.

5.1.9 Members not attending 3 consecutive meetings shall cease to be members of the Council/Local Council for that term. This will not be applicable in case regrets in writing are received prior to the holding of Meeting.

5.2 Meetings of the Local Council

Procedure for Council meetings shall apply mutatis mutandis in the case of Local Centers **except that at least 6 meetings shall be held in a year.**

5.3 Procedure for Conducting General Meetings

The proceedings at all General Meetings shall be regulated as follows:-

5.3.1 The President, if present, and in his absence by consensus any Vice-President and in their absence the senior Member of the Council present shall take the Chair. If neither the President, Vice-President nor any Senior Member of the Council **is** present on the expiry of 15 minutes after the hour fixed for the meeting, the Fellows and Members present shall proceed to elect a Fellow as Chairman from amongst themselves.

5.3.2 The quorum for a General Meeting shall be 50 Corporate Members and for Extraordinary General Meeting 30 Corporate Members. **In case the quorum is not established within 30 minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned for one hour, after which the meeting shall commence at the same place and quorum shall not be required for such adjourned meeting.**

5.3.3 The Chairman of the Meeting shall regulate and keep order in the proceedings.

- 5.3.4 No motion or resolution may be moved at a General Meeting for which due notice has not been given.
- 5.3.5 No amendment to a motion or resolution for which due notice has not been given shall be moved unless the Chairman rules it to be in order as arising out of the debate. However, permission to move the amendment may be given by the majority of the corporate members present.
- 5.3.6 Only one motion and one amendment thereto shall be placed before the meeting at the same time.
- 5.3.7 Any authentic omission in recording the minutes of the **previous** meeting may be incorporated.
- 5.3.8 No amendment shall be proposed **against the spirit of the original motion**. Every amendment must be relevant to the motion upon which it is moved.
- 5.3.9 No amendment shall be proposed which substantially raised a question already disposed of by the meeting or which is inconsistent with any resolution already passed by it.
- 5.3.10 When the debate is concluded, the Chairman of the meeting shall after summing up, if he so desires, put the question to vote.
- 5.3.11 The member who first rises to speak at the conclusion of speech has the right to be heard. When two or more members rise to speak at the same time, the Chairman shall decide who will speak first.
- 5.3.12 A member who has spoken on a motion or amendment is not at liberty to speak again on such motion or amendment.
- 5.3.13 No member shall speak for more than the time allotted by the Chairman except with the permission of the Chairman of the meeting.
- 5.3.14 The Chairman shall be the sole judge on any point of order and may if necessary, dissolve the meeting, or adjourn it for announced limited time or for the following day at the same time and place.
- 5.3.15 If no division is demanded, any member shall have the right to dissent and have the fact of his dissent recorded.

5.3.16 The business of an ordinary meeting shall be to discuss, consider and decide upon as may be applicable the general affairs and works of the Institution or matters specifically brought before it by at least 20 Corporate Members.

5.3.17 At least Twenty-one day notice specifying the place, the date and the hour of any General Meeting shall be given to all Corporate Members through Newspaper or **E-mail or any other means.**

5.3.18 For each General Meeting, a copy of the Audited Accounts shall be exhibited on notice boards of Headquarters and Local Centers and shall be supplied to each member present during the meeting. The non-receipt of the notice by any person entitled by this Bye-Laws to receive it, shall not invalidate the proceedings of any General Meeting.

5.4 Voting at a General Meeting

Every Corporate Member personally present at a General Meeting and whose dues are up-to-date shall have one **vote. Votes shall ordinarily be taken by show of hands but a division may be demanded by any person entitled to vote. The Chairman shall be entitled to a vote and when votes are equal, he shall have a casting vote.**

5.5 Annual Convention

The Annual Convention shall be held in accordance with Article **6.2** of the Constitution.

CHAPTER 6

6. Duties of Office Bearers:-

6.1 President

6.1.1 President shall preside over all Council Meetings and General Meetings with the authority of casting vote.

6.1.2 He shall be overall responsible to run the affairs of the Institution in accordance with the provisions of the Constitution and Bye-Laws.

6.1.3 He shall co-ordinate the activities of all Centers and ensure that the Centers are working effectively and efficiently to achieve the Aims and Objectives of the Institution.

6.2 Vice-President:-

6.2.1 The Vice- Presidents shall initiate, promote and coordinate Divisional activities of their respective discipline or disciplines through counter-part Vice-Chairman at the Local Centers.

6.2.2 In case the President is unable to perform his duties temporarily due to any reason and is not prepared to vacate his office, any Vice-President or Chairman of a Local Center may be called upon by the President himself or by the Council to perform the functions of President as an acting President until the President returns to the office.

6.2.3 The Vice-President shall carry out any other duties/assignments given to him by the Council.

6.2.4 The Acting President's tenure or period of performing the functions as a President shall not be construed as a period of term for the office of President which shall not debar him from contesting election for the office of the President for the next term. This will be simply an additional charge.

6.3 Secretary General

6.3.1 The Secretary General shall be responsible to the President/Council. He shall work under the control, supervision and guidance of the Council.

- 6.3.2 He shall discharge his duties and responsibilities as per the Constitution and Bye-Laws and shall take such steps and speak in the interest of the institution as directed by the President/Council.
- 6.3.3 He shall be responsible for running of the Headquarters Office in an efficient manner and shall exercise administrative control over all the paid staff including the Director General.
- 6.3.4 He may delegate his powers to the Director General or any Officer, assign duties to the staff, grant leave, maintain their service record and disburse salary and allowances as per approved budget.
- 6.3.5 He shall be responsible for all the correspondence on behalf of the Institution and shall keep record of the proceedings of the Council and General Meetings, elections, documents and deeds and all other records of the Institution.
- 6.3.6 He shall exercise full powers for the discharge of his laid down duties and any incidental duties for the enforcement of the Constitution and Bye-Laws.
- 6.3.7 He shall prepare Reports in consultation with different Standing Committees on activities of the Institution and review the problems of the profession and place it before the Council meetings and circulate among Corporate Members in the General Meetings.
- 6.3.8 He shall circulate notices and other information as per Constitution among the members.
- 6.3.9 He shall exercise financial powers as delegated and defined in the Accounting Manual approved by the Council subject to any amendments from time to time.
- 6.3.10 He shall represent the Institution before the Court of Law in any suit or proceedings instituted by or against the Institution but shall not be competent to compromise any suit or proceedings without the sanction of the President/Council. He shall have the right to take all such measures which are deemed necessary in urgency in furtherance of the objectives of the Institution or conducive to its interests.
- 6.3.11 He shall prepare agenda for the Council meetings, general meetings etc. and arrange these meetings as per Constitution and Bye-Laws.
- 6.3.12 He shall present the financial position including Assets and Liabilities statements of the Headquarters and Local Centers in a proper manner in consultation with Admin and Finance Committee in every Council meeting of the Institution.

6.3.13 He shall prepare budget and put up in the Annual General meeting for approval.

6.3.14 He shall arrange publications of the Institution such as “The Pakistan Engineer”, News Bulletins or any other as deemed fit.

6.4 Director General

6.4.1 A Director General shall be appointed on suitable monthly remuneration by the President as per prevailing service rules of IEP for running the day to day affairs of the Institution and reporting to the President and the Secretary General.

6.4.2 He shall be a qualified engineer having reasonable technical and administrative experience.

6.4.3 He shall be corporate member of the Institution.

6.4.4 He shall be Ex-officio member of the Council and election commission of headquarters having no voting right but can participate in the proceedings and discussions of the Council meetings.

6.4.5 He shall exercise full administrative control over the Headquarter staff working under him.

6.5 Chairman

6.5.1 The Chairman shall preside over all respective Local Council Meetings with the authority of casting vote.

6.5.2 He shall be responsible to run the affairs of the Local Center in accordance with the provisions of the Constitution and Bye-Laws.

6.5.3 He shall ensure that his Center is working effectively and efficiently to achieve the Aims and Objectives of the Institution.

6.5.4 He shall have full administrative powers regarding the appointment and other matters of the staff of the Local Center in accordance with prevailing service rules of IEP.

6.6 Vice-Chairmen:-

6.6.1 The Vice-Chairmen shall initiate, promote and coordinate the activities of their respective Division at the Local Center level.

- 6.6.2 In case the Chairman is unable to perform his duties temporarily due to any reason and is not prepared to vacate his office, any Vice-Chairman may be called upon by the Chairman himself or by the Council as an acting Chairman until the Chairman returns to the office. In case of any dispute, the President shall nominate the acting chairman and decision of the president shall be binding and final.
- 6.6.3 The Vice-Chairman shall carry out any other duties/assignments given to him by the Council/Local Council.
- 6.6.4 The Acting Chairman's tenure as Chairman shall not be construed as a period of term for the office of Chairman which shall not debar him from contesting election for the office of the Chairman for the next term. This will be simply an additional charge.

6.7 Secretary (Local Council)

- 6.7.1 The Secretary shall assist the Chairman in discharging his duties and responsibilities as per the Constitution and Bye-Laws.
- 6.7.2 He shall be responsible for running the Center in an efficient manner. He may delegate his powers to Manager/Assist. Manager Admin or any other official as considered necessary.
- 6.7.3 He shall assign duties to the staff, grant leave, maintain their service record and disburse salary and allowances as per approved budget and rules and regulations.
- 6.7.4 He shall keep record of the proceedings of the local Council Meetings, elections and other documents and deeds related to the Center.
- 6.7.5 He shall prepare Reports of different Committees, technical activities and seminars etc. and circulate to all concerned and submit to Headquarters office.
- 6.7.6 He shall circulate notices and other information as per Constitution among the members.
- 6.7.7 He shall exercise financial powers as delegated and defined in the Accounting Manual approved by the Council subject to any amendments from time to time.
- 6.7.8 He shall prepare agenda for the Council meetings, general meetings etc. and arrange these meetings as per Constitution and Bye-Laws.

- 6.7.9 He shall present the financial position including Assets and Liabilities statements of the Local Centers in a proper manner in every Local Council meeting and submit monthly accounts to the Headquarters office by 10th of following month.
- 6.7.10 He shall prepare budget and submit to Headquarters for its approval in the Annual General meeting after getting due approval from the Local Council.
- 6.7.11 He shall perform any other duties assigned by the President/Chairman for the achievement of Aims and Objectives of the Institution.

CHAPTER 7

7. EXAMINATIONS

- 7.1** The Institution shall conduct the following examinations under the **Controller of Examinations** as per Rules and Syllabus for different examinations as detailed below:
- 7.1.1** “Section A” First set of Examinations consisting of four sub-Sections viz A-I, A-II, A-III, A-IV.
- 7.1.2** “Section B” final set of Examinations for enrolment as a Member of the Institution consisting of five Sub Sections viz B-I, B-II, B-III, B-IV, B-V (Project and Thesis report duly approved by the Examination Committee on the recommendation of the Controller of the Examination).
- 7.1.3** All the students/candidates after their registration, shall have to pass Section “A” and Section “B” of the M.I.E (Pak), Examinations including Project Report/Thesis sub Section-wise. The period for passing Section “A” and Section “B” of the M.I.E (Pak) Examination shall in no case be less than 4½ years and more than 7 years.
- 7.1.4** For the overall conduct of the examination, the Council shall **constitute an Examination Committee as per clause 9.4 who shall** appoint a Controller of Examination, called here-in-after “Controller”. He shall be a Fellow of the Institution and shall preferably have the experience of University/College examinations.
- 7.1.5** The Controller shall be responsible: -
- 7.1.5.1** for conducting the examinations.
 - 7.1.5.2** to convene the meetings of the Examination Committee.
 - 7.1.5.3** to publish all notifications relating to examinations.
 - 7.1.5.4** to appoint the examiners.
 - 7.1.5.5** to obtain the Question Papers from the respective examiners.
 - 7.1.5.6** to furnish Examination materials including Question papers to all Examination Centers.
 - 7.1.5.7** to arrange the tabulation of the results after receiving the Answer-Scripts from various Centers and

7.1.5.8 to place the results before the Examination Committee for approval.

7.2 Examination Fee

7.2.1 The schedule of Examination fees to be charged from the examinees and to be paid to Examiners etc. shall be fixed by the Examination Committee from time to time.

7.2.2 Fees paid for examination is neither refundable nor adjustable for any subsequent examination.

7.3 Examination Centers

The Controller of Examination shall arrange holding of the examinations at various Local Centers depending upon the number of Examinees. The examinee may opt to appear for examination at any examination Center and in case no option is given he will be assigned the examination Center nearest to his residential address.

CHAPTER 8

8. FINANCE AND ACCOUNTS

8.1 Accounting Manual

8.1.1 The Secretary General shall ensure that the Accounts of the Institution are maintained strictly in accordance with the provisions of the Accounting Manual approved by the Council. In this assignment he will be assisted by Director General at the Headquarters level and by the Secretaries of the Local Centers at the Local Centers level.

8.1.2 The Secretary General shall take measures to adopt suitable Software for maintaining the accounts and linking all the Local Centers thus updating the accounts on-line.

8.1.3 The Chairman of the Local Centers shall ensure that the Accounts of the Local Center are maintained strictly in accordance with the provisions of the Accounting Manual, monthly accounts are submitted to headquarters by due date and proper financial discipline is maintained.

8.1.4 The Administration and Finance Committee as per clause 9.2 shall supervise the management of the finances of the Institution. The Committee will devise ways and means to improve the financial position of the Institution and suggest to the Council steps to be taken in this respect.

8.1.5 The Administration and Finance Committees of the Local Centers as per clause 10.2 shall supervise the management of the finances of Local Centers.

8.2 Banks

8.2.1 All funds of the Institution must be deposited with a scheduled bank and all withdrawals from the Institution funds shall be affected by order of the Council by means of cheques signed by the Secretary General and countersigned by President or any other Council member resident in Lahore and nominated by the President.

8.2.2 The withdrawals at Local Centers shall be affected by means of cheques signed by the Chairman (compulsory signatory) and Secretary or any Local Council Member authorized by the Local Council

8.2.3 The Secretary General may open separate accounts with the approval of President/Council for different heads if considered necessary for the purpose of proper control.

8.2.4 The Secretary of respective Local Centers may open separate accounts with the approval of Chairman/Local Council for different heads if considered necessary for the purpose of proper control.

8.3 Receipts and Expenditure.

8.3.1 The Secretary General shall arrange to print the receipt books for use by the Headquarters. Proper record of the receipt and issuance of these books will be kept.

8.3.2 The Secretary of respective Local Center shall arrange to print the receipt books for use by their Local Center intimating all details to the Headquarter for record and subsequent Audit verification. Proper record of the receipt and issuance of these books will be kept.

8.4 Maintenance of Cash Book

The Secretary General/**Secretaries of Local Centers** shall maintain a Cash Book for the record of the receipt and expenses **as per** Accounting Manual.

8.5 Maintenance of Account.

8.5.1 Besides the Cash Books, Ledger Accounts shall be maintained for each individual member by the Headquarters Office and Local Centers.

8.5.2 The Ledger Accounts shall clearly exhibit the accounts position of each member viz, the amount assessed, the amount realized and the balance due at any time.

8.5.3 Local Centers are authorized to collect any dues for registration of the Members. They shall deposit all the money in the scheduled Bank in prescribed manner.

8.5.4 All contributions and donations realized by any Local Center in connection with the Annual Convention or for any other special occasions must be accounted for and statement of such receipts and expenses must be submitted to the **Secretary General in the monthly accounts.**

8.5.5 Expenditure on account of any undertaking beyond the budget limit of the Local Center not initiated by the Headquarters must be covered by the previous sanction of the Council. **The Local Center must submit their budget estimates for the next year**

by 31st August so that the same can be presented in the forthcoming Annual General Body meeting for approval.

8.6 Auditors

8.6.1 A firm of Auditors shall be appointed by a resolution at each Annual General Meeting for the ensuing term for auditing the accounts of the Institution.

8.6.2 The auditors shall have access at all times to the accounts of the Institution and they shall verify and sign the annual statement of accounts before it is presented by the Secretary General in the Annual General Meeting.

8.6.3 The Audit for the year ending 30th June shall be carried out and report shall be finalized in all respects including removal of objections by all Centers during the quarter Jul to Sep of that year.

8.6.4 The Council shall draw up a yearly report on the state of affairs of the Institution's finances which shall be presented in Annual General Meeting.

8.7 Budget

8.7.1 The Financial year shall be from 1st July to 30th June of next year.

8.7.2 The Local Centers shall submit respective budgets for the following financial year by 31st August to Headquarters office.

8.7.3 The headquarters shall prepare the final budget incorporating the budgets of the Centers by 30th September and put up to the Administrative and Finance Committee and then to the Council for approval in its meeting to be held in month of October.

8.7.4 The budget shall be got approved with any amendments by the coming Annual General Meeting.

CHAPTER 9

9. Standing Committees:-

9.1 The following and other standing committees may be constituted by the Council for helping it in advancing the Aims and Objectives of the Institution and its proper functioning. The reports of these Committees will be recommendatory in nature unless otherwise stated elsewhere in these Bye-Laws.

1. Administration and Finance Committee.
2. Membership Committee.
3. Examination/Equivalence/Curriculum Committee.
4. Buildings Committee.
5. Constitution and Bye-Laws Committee.
6. Publication and Library Committee
7. Public Relations Committee.
8. International Affairs Committee.
9. Welfare Committee.
10. Women Engineers Committee.
11. Engineers Welfare Committee
12. Any other Committee / Think Tank (as and when required)

The Chairman of the above committees shall be Council Member and shall be a Fellow nominated by the Council unless otherwise stated elsewhere in these Bye-Laws. The Secretary General shall be Member-cum Secretary of all the committees. In case he is unable to attend meeting of any committee, any senior member may be assigned to act as Secretary by the Chairman of that Committee.

9.2 Administration and Finance Committee.

9.2.1 The Administration and Finance Committee will consist of the President as its Chairman, Secretary General as its member cum Secretary and Chairmen/Secretaries and one Fellow Council Member from each Local Center. It will supervise and manage the finances of the Institution.

9.2.2 The Committee will devise ways and means to improve the financial position of the Institution and suggest to the Council steps to be taken in this respect.

9.2.3 The Committee shall scrutinize the budget proposals before putting up to the Council for approval.

9.3 Membership Committee.

The Membership Committee **will consist** of one Council Member from each Center. The Chairman of the Membership Committee shall be **a** Fellow Council Member and Secretary General as its Member Secretary. Functions of the Membership Committee shall be as under:-

- 9.3.1 To review the progress of membership of the Institution and present the statistics to the Council.
- 9.3.2 To inspect periodically the membership records at Headquarters Office. With the help of Secretary General the Committee shall ensure that the records are maintained as per Constitution and Bye-Laws.
- 9.3.3 **To take measures for updating Membership data regularly and publishing it on the web.**
- 9.3.4 To take measures to enhance the Membership.

9.4 Examination Committee

- 9.4.1 **The Examination Committee will consist of three members preferably from Engineering Faculty of Universities from different Centers. The President or a Vice-President shall be the Chairman of the Committee and the Controller of Examination shall be the Secretary of the Committee thus total six members including Secretary General.**
- 9.4.2 The Examination Committee shall appoint the Controller of Examinations.
- 9.4.3 The Examination Committee shall oversee the performance of Examiners and take proper disciplinary action against the Examiners and Examinees violating the Examination Rules.
- 9.4.4 The Examination Committee shall review the Rules and syllabus relating to the Examination from time to time.
- 9.4.5 The Examination Committee shall formulate the Rules for exemption or part exemption in Section A and B Examinations subject to approval of the Council.
- 9.4.6 **The Examination Committee shall deal with all matters regarding equivalence of educational qualifications.**

9.4.7 The Examination Committee shall have the authority to **co-opt** a substitute for a Member of the Examination Committee who has not attended at least three consecutive meetings of the Examination Committee.

9.5. Buildings Committee.

9.5.1 To regulate the management of all the estates of the Institution and to review the progress of the building activities, **the Building Committee shall comprise** one Fellow Council member from each Center and **one on behalf of Headquarters** with President/Vice President as its Chairman **and Secretary General as Secretary.**

9.5.2 The Secretary General and Members of the Headquarters Building Committee from Lahore and Chairman Lahore Center shall form a Headquarter building Sub-committee to be responsible for the construction, supervision, **maintenance and all related matters** of Headquarters Building. **The** Secretary General shall be the Chairman of this sub-committee and is authorized to nominate an Honorary Project Director and appoint any staff to assist him in his assignment on work-charge basis according to requirements.

9.5.3 The Building Committee shall formulate and regulate the management of all the estates of the Institution with the approval of the Council. It shall review the progress of the Building activities at each **Local** Center and Headquarters.

9.6. Constitution and Bye-Laws Committee.

9.6.1 **The Constitution and Bye-Laws Committee shall consist of one Fellow Council Member from each Center. The Chairman of the Committee shall be a Fellow Council Member and Secretary General as its Member Secretary.**

9.6.2 **The Committee shall review the Constitution and Bye-Laws from time to time and suggest to the Council any modifications or improvements required to be made.**

9.7 Publication and Library Committee

9.7.1 **The Publication and Library Committee shall consist of** a Fellow or a Member of the Council as its Chairman and at-least one corporate member from each Local Center. The Secretary General shall be the Secretary of the Committee.

9.7.2 The committee shall arrange the Publication of the Journal of the Institution "The Pakistan Engineer" **bi-Annually.**

- 9.7.3 The committee shall nominate a Chief Editor who will nominate an Honorary Editor, Members of the Editorial Board and appoint other staff to assist him in his work.
- 9.7.4 The committee shall ensure distribution of the Journal to the subscribing members of the Institution and non-members at the rates to be fixed by the Committee from time to time.
- 9.7.5 The committee shall ensure publication of news in the media about meetings and technical lectures.
- 9.7.6 The committee shall publicize the Aims, Objective and Activities of the Institution.
- 9.7.7 The Committee shall highlight achievements of the Institution through personal contacts and information media.
- 9.7.9 The committee shall propose establishment/improvement of libraries including digital libraries in Headquarters and local Centers.
- 9.7.10 The Committee shall bring to the notice of the Council the important matters which concern the profession and the Institution.

9.8 Public Relations Committee.

- 9.8.1 The **Public Relations Committee shall consist of** a Fellow or a Member of the Council as its Chairman and at-least one corporate member from each Local Center. The Secretary General shall be the Secretary of the Committee.
- 9.8.2 The committee shall keep liaison with different organizations, engineers, industries and other personalities for the advancement of Aims and Objectives of the Institution.
- 9.8.3 The Committee shall keep liaison with other professional bodies in the country.
- 9.8.4 The Committee shall contact prospective donors for fund raising for various activities of the Institution.

9.9 International Affairs Committee

- 9.9.1 **The** International Affairs Committee shall **consist** of one or more members from each Local Center with President **or** a Fellow Council member as its Chairman. The Committee **shall hold** meetings from time to time and prepare the recommendations for approval **of** the Council/President.

- 9.9.2 The Committee shall endeavor to foster coordination with similar Institutions in other countries and to get membership of appropriate International, Regional or other organizations for mutual benefit in furthering the objectives of the Institutions and transfer of latest technology to each other.
- 9.9.3 The Chairman of the International Affairs Committee shall: -
- 9.9.3.1 Function through the H.Q Office (even if stationed outside Lahore) and get initiated all correspondence/communication etc. from the address of the IEP HQ Lahore only.
 - 9.9.3.2 Initiate action to secure memberships of various new Regional and other International Engineering Organizations and collaborations with sister Engineering Organizations.
 - 9.9.3.3 Maintain lists of Institutions/Engineering Organizations of various Countries with whom IEP has entered into agreements of Mutual Cooperation and will maintain copies of such agreements. He will ensure that all obligations under the above agreements are fulfilled.
- 9.9.4 The Institution will send delegations to participate in the meetings of General Assemblies, Executive Committees, Conferences/Seminars/Congresses/Conventions organized by different Institutions or Engineering Organizations. During such visits, efforts shall be made by the delegation to negotiate agreements of mutual cooperation with the Host Country in case no such agreement exists. The delegates shall submit joint report on return for approval of the Council/President and possible publication in the "The Pakistan Engineer".
- 9.9.5 The following procedure shall be observed with regard to approval for sending delegations abroad:
- 9.9.5.1 All invitations received by the H.Q shall be sent to each Center for forwarding the names of appropriate/interested members including those whose papers have been accepted for presentation in the Conferences/Congresses/Seminars etc. Papers for acceptance for presentation shall always be routed through IEP HQ.
 - 9.9.5.2 The President, Secretary General and Chairman International Affairs Committee will finalize the formation of delegation selecting most appropriate members keeping in view the importance of the event.

9.9.5.3 The IEP HQ shall intimate the names of such **delegates** to the Host Countries and the H.Q Office will assist them in getting visas after receiving their individual invitation and thereafter members will make their own arrangements of travel etc. under intimation to the Headquarters Office. All expenses on Visa, **travel, boarding/lodging** etc. shall be borne by the delegates themselves **unless otherwise allowed by the Council.**

9.9.5.4 No member **will accept any office in any foreign organization until authorized/nominated by the IEP HQ.** In case a member is already holding any such office, he will relinquish the same if the Council/President so directs. Similarly if an engineer ceases to be a member of the Institution because of his termination, removal, expulsion, resignation etc. he will automatically cease to hold that office and the concerned foreign organization will be informed of this action by the IEP HQ.

9.9.5.5 The Institution shall try its utmost to ensure that different members of the Institution who are elected in any international/regional or any other organization or those members whose papers are accepted shall attend the International events but under no circumstances they will proceed abroad unless proper approval/nomination/accreditation has been invariably obtained from the Headquarters Office. In case any Local Center is in a position to give financial assistance to a member even then approval from the Headquarters Office will be a prerequisite. Under no circumstances a Local Center is authorized to send any delegation directly.

9.10 Welfare Committee.

The Welfare committee shall consist of President, Secretary General and Chairmen of all Centers. The Committee shall prepare plans/programs for the welfare of member engineers and take measures for their implementation after approval of the Council/President. The activities of the committee may include: -

- Grant to deserving members
- Scholarships to students
- Launching of Housing societies
- Launching of engineers Clubs
- Any other welfare activity for the members

9.11 Women Engineers Committee.

9.11.1 The **Woman Engineers Committee shall consist of** a woman Fellow or a Member of the Council as its Chairperson and one corporate woman member from each Local Center. The committee shall select one of its members as Secretary of the committee.

9.11.2 The committee shall keep liaison with woman engineers of different organizations, departments and Industries for furtherance of the Aims and Objectives of the Institution.

9.11.3 The Committee shall work for the betterment and welfare of women engineers in the country. .

9.11.4 The Committee shall hold technical activities with maximum participation of women engineers.

9.12 Any other Committee / Think Tank (as and when required)

The Specialist Committees/Think Tanks as deemed necessary will undertake specialized studies and assignments related to Government, Industry or any other organization. The composition of such committees shall be decided from time to time by the President. The Committees shall give their recommendations to the President who shall forward it to the concerned organization. The Committee members may be paid reasonable remuneration in case it is paid assignment from any organization.

CHAPTER 10

10. Local Center Committees

10.1 The following committees shall be formed by the Local Councils for helping it in advancing the Aims and Objectives of the Institution and its proper functioning. The reports of these Committees will be recommendatory in nature unless otherwise stated elsewhere in these Bye-Laws: -

1. Administration and Finance Committee.
2. Examination Committee.
3. Building Committee.
4. Membership Committee.
5. Emerging Engineers Committee.
6. Publication and Library Committee
7. Public Relations Committee
8. Welfare Committee
9. Woman Engineers/Any other Committee as approved by the Council.

10.1.1 The Chairman of these Committees shall be a Fellow Member of the Local Council unless otherwise stated elsewhere in these Bye-Laws. The Secretary of the Local Council shall be the Secretary of all Committees.

10.1.2 The meetings of these Committees shall be called by the Secretary in consultation with the Chairman of the Committee.

10.1.3 The recommendations of these Committees shall be approved by the Local Council and shall be recorded in the minutes of the Local Council.

10.1.4 No recommendation shall over-ride the powers of the President/Secretary General/Chairman/Secretary/Council as provided for in the Constitution and Bye-Laws.

10.2 Administration and Finance Committee

10.2.1 The Committee will consist of the Chairman of the Local Center as its Chairman, all the Vice Chairmen and Chairmen of various Committees listed above.

10.2.2 The Committee shall supervise and manage the Local Center funds made available by the Headquarters and those collected by the Local Center.

- 10.2.3 The Committee shall check periodical accounts and ensure that the expenditure is kept to the predetermined level as per approved budget estimates.
- 10.2.4 The Committee shall prepare the Annual Budget Estimates for presentation to the Local Council. After approval by the Local Council the Budget Estimates shall be submitted to the Headquarters for approval on or before the due date.
- 10.2.5 The Committee shall prepare re-appropriation statement for approval of Local Council for reallocation of funds from one head to another ensuring that overall expenditure does not exceed the approved total budget estimates.
- 10.2.6 The Committee shall scrutinize the monthly expenditure ensuring that expenditures are normal and there is no abnormal variation in expenditures and present the statement of accounts before the Local Council.
- 10.2.7 The Committee shall carry out any other item which may be decided through a resolution by Local Council.

10.3. Examination Committee

The Examination Committee will consist of three members to be nominated by the Local Council preferably related to engineering education.

- 10.3.1 The Committee shall conduct the examinations as per rules and guidance of Controller Examinations.
- 10.3.2 The Committee shall attend to all the formalities regarding place of examination, invigilators and collection/dispatch of Examination Papers and any other matter in connection with conducting the Examinations as per direction of the Council.
- 10.3.3 The Committee shall examine complaints received from any quarter in connection with the examination and forward the same to controller Examinations.

10.4 Building Committee

- 10.4.1 A building Committee shall be formed by each Local Council except Lahore (where Headquarter building sub-committee shall work as per clause 9.5.2) comprising of a Chairman/Fellow Local Council as Chairman, Secretary and two local council members.
- 10.4.2 The Committee shall be responsible for the maintenance and upkeep of the existing Local Council building and manage its leasing and other issues.

10.5 Membership Committee

The Membership Committee shall consist of Chairman/Fellow Local Council, Secretary and two Local Council members.

10.5.1 The Committee shall review the progress of membership of the Institution and present the statistics to the Council.

10.5.2 The Committee shall update Membership data regularly and forward to Headquarters for publishing it on the web.

10.5.3 The Committee shall take measures to enhance the Membership.

10.6 Emerging Engineers Committee

The Emerging Engineers Committee shall consist of Chairman/Fellow Local Council, Secretary and two Local Council members preferably related to engineering education.

10.6.1 The Committee shall hold regular meetings/sessions with the students of Engineering Universities.

10.6.2 The Committee shall hold seminars/lectures especially for students and young engineers

10.7 Publication and Library Committee

The Publication and Library Committee shall consist of Chairman/Fellow Local Council, Secretary and two Local Council members.

10.7.1 The Committee shall publicize the Aims, Objective and Activities of the Institution.

10.7.2 The Committee shall highlight achievements of the Local Center/Institution through personal contacts and information media.

10.7.3 The Committee shall collect articles, news items and advertisements from different organizations for publication in "The Pakistan Engineer" and/or local Newsletter.

10.7.4 The committee shall propose establishment/improvement of local Center library including digital library.

10.8 Public Relations Committee.

10.8.1 The **Public Relations Committee shall consist of** a Fellow or a Member of the Local Council as its Chairman and two corporate member from each Local Center. The Secretary shall be the Secretary of the Committee.

10.8.2 The committee shall keep liaison with different organizations, engineers, Industries and other personalities for the advancement of Aims and Objectives of the Institution.

10.8.3 The Committee shall keep liaison with other professional bodies in the country.

10.8.4 The Committee shall contact prospective donors for fund raising for various activities of the Local Center.

10.9 Welfare Committee

The Welfare Committee shall comprise of Chairman/Fellow Local Council, Secretary and two Local Council members.

10.9.1 The Committee shall prepare plans/programs for the welfare of member engineers and take measures for their implementation after approval **of** the Local Council. The activities of the committee may include: -

- Grant to deserving members
- Scholarships to students
- Launching of Housing societies
- Launching of Engineers Clubs

10.10 Woman Engineers/Any other Committee as approved by the Council.

The Woman Engineers Committee, Specialist Committees/Think Tanks as deemed necessary may be constituted by the Local Councils for welfare and other technical activities and to undertake specialized studies and assignments related to Government, Industry or any other organization. The composition of such committees shall be decided from time to time by the Local Council.

CHAPTER 11

11 MISCELLANEOUS

11.1 Buildings

11.1.1 All the buildings whether at Headquarters level or at Local Centers level, are the property of the Institution. All the property papers regarding land and Building shall be signed by the President/Secretary General with seal of the Institution, whereas, all the lease agreements etc. regarding land and Building of respective Local Center shall be signed by the respective Chairman/Secretary with seal of the Institution.

11.1.2 The photocopies of all the original property papers shall be kept at the Headquarters.

11.1.3 The construction, renting and maintenance of the Headquarters buildings shall be the responsibility of the Headquarters office including for the portion given to Lahore Center. The rent received for Lahore Center portion shall however be reimbursed to the Center immediately after receipt.

11.1.4 The construction, renting and maintenance of the Local Center buildings outside Lahore shall be the responsibility of the respective Center.

11.1.5 All agreements will clearly mention the IEP as the owner of the building with the President/Secretary General or Chairman/Secretary as the signatory as the case may be.

11.1.6 The Local Centers shall keep the Headquarters and Council informed of all the developments regarding Local Center Buildings.

11.1.7 Copies of all agreements with tenants/contracts will be sent to the Headquarters for their information and record.

11.2 Libraries

11.2.1 Libraries shall be established at the Headquarters Office and at the Local Centers for which Council and Local Councils will prescribe rules and regulations, including membership fee etc. so as to ensure proper utilization of these Libraries.

11.2.2 In order to equip the libraries preference will be given to digital libraries. In case demand still exist, text books for the students, reference books for the engineers, technical journals of repute, and other periodicals and literature may be provided in the libraries where ever possible.

11.2.3 Only digital libraries of repute which allow excess for education and research may be linked.

11.2.4 All the libraries shall be non-lending, allowing only study of the books within the Library premises.

11.2.5 Conducive environment will be maintained in the Libraries to facilitate study and research work.

11.3 Bye-Laws

Notice of making revocation, alteration or amendment of any of the Bye-Laws shall be published in the appropriate publication of the Institution as soon as reasonably practicable. Notice so published shall be deemed to be duly served on the Fellows, Members, Associates, Students, Affiliates, Subscribers and Honorary Fellows and such service shall be deemed to be effective unless a later date is specifically stated in the notice, on the date of issue of the publication in which the notice appears.

11.4 Inspection of Records

The minutes of all General Meetings of the Institution shall be open to all Fellows and Members, at all reasonable times on giving previous notice to the Secretary General in writing. The Minutes of any meeting of the Council shall be open to the inspection of any member of Council at all reasonable times. The accounts of the Institution shall be open to any member of the Finance Committee of the Council and on giving previous notice in writing to the Secretary General by any Fellow and Member.

11.5 Premises Hiring Rules

The premises/Auditorium of the Institution may be leased on terms and conditions as laid down by the President/Council for Headquarter building and Chairmen/Local Council of respective Centers. The Institution will have sole right to accept or reject any request for leasing without giving any reason.

11.6 Access to Property

All Books, Drawings, Communications etc. and the property of the Institution shall be accessible to Fellows Members, Students, Affiliates and Subscribers at all reasonable times with the consent of the Council. None of the property of the Institution shall be taken out of the premises of the Institution without the consent of the Council.

11.7 Staff service Rules

The Council shall frame uniform service rules for all IEP staff defining sanctioned posts, pay and qualifications etc. The Council may review/modify these from time to time as needed.

11.8 Interpretation

The Council shall normally look to the provisions in the Societies Act XXI of 1860 (as amended from time to time) and in the regulations of other Societies or Associations as and where no provision is found in these Constitution or Bye-Laws, for its guidance in the matters of administration of affairs of the Institution and for promoting Education, Art, Science, Charity or any other useful purpose and shall not frame any Bye-Laws or regulations purporting to give any person a right to participate in any form which shall solely be applied towards promotion of the **objectives** of the Institution.

11.9 Arbitration

For the purpose of **settling** any dispute by arbitration under Article 8.5 of the Constitution the parties in dispute shall, until regulations in this behalf are framed by the Council, be governed by the provision of the Arbitration Act subject to the provision that the Board of Arbitration shall consist of one representative from each Party and an umpire who shall be the President or his nominee.

11.10 Dissolution

If upon winding up or dissolution of the Institution, at any time, there remains **any property whatsoever** after **settlement** of all debts and liabilities, the same shall not be given or transferred to some other institution or institutions having **objectives** similar to **those** of the Institution of Engineers, Pakistan. **Such remaining property shall** be determined by the Members of the Institution at or before the time of dissolution and in default there**by** such judge of the High Court in Lahore or any Court of Law in Pakistan as may have acquired jurisdiction over the matter.

11.11 Protection

For anything done or suggested by the office bearer of the Institution or other member specifically authorized in that behalf by it, bona-fide and in the interests of the Institution or in pursuance of any provision of its Constitution and the Bye-Laws or as per any decision of its Council/Local Council, the Institution shall at its own cost

and consequences afford full legal cover for any such office-bearer or member as the case may be and vice versa.

11.12 Authentication

Any document, notice, correspondence etc. shall be considered authentic if the same is signed by the President or Secretary General at the H.Q Level and the same will apply mutatis mutandis to Chairman and Secretary at Local Center. However President, Secretary General, Chairman and Secretary can authorize any other Office Bearers or Officers specifically or generally to do so if they so desire.

11.13 Court Cases

The Secretary General will file and defend all cases on behalf of the Institution except in cases of litigation with tenants, contractors, consultants etc., regarding building and building construction where Chairman/Secretary of Center can do so. They will in such cases also take advice from Headquarters and keep them informed. However, the expenses shall be borne by the H.Q or the Local Center to which the case relates and accordingly the case will be pursued by the H.Q or Local Center as the case may be.

11.14 Spellings mistakes

All spellings mistakes, omissions of coma, full stops, semi colons, clarifications of gender and or number, where necessary will stand corrected.

APPENDIX -1

The Institution of Engineers, Pakistan

Sub: -Invitations for Nominations for Elections 20__20__

Nominations are invited for the elections of President, Vice-Presidents, Council Members, Chairmen, Vice-Chairmen and Local Council Members from the corporate members of the Institution of Engineers, Pakistan for the subject Elections. The nomination Proformas can be obtained from Headquarter office or Local Centers during office hours or downloaded from the web sites of headquarter and local Centers. The Constitution and Bye-Laws having relevant clauses regarding elections and list of eligible member voters are available on the Web sites of headquarter and local Centers for viewing or downloading.

It may be ensured that nomination papers are received by the respective office of the Institution of Engineers, Pakistan on or before 5th October 20__by 1600 Hours at the latest. The following fees have been fixed by the Council for contesting elections: -

President	Rs.
Vice President	Rs.
Chairman	Rs.
Vice Chairman	Rs.
Council Member	Rs.
Local Council Member	Rs.

Secretary of (respective) Election Commission

APPENDIX II

To

The IEP, Hqr. Election Commission,

97-BD/1, IEP Building, Liberty Roundabout, Gulberg-III Lahore, Pakistan.

Nomination for the office of President and Vice President for the 3 year term 20 -20

I, hereby nominate the following candidates for the forthcoming election. I have not proposed or seconded any other candidate for the office except him/them. The consent of the candidate(s) is attached on the prescribed Proforma (Appendix-VI).

1. For President Engr. _____

Fellow No _____ Discipline _____

2. For Vice President Engr. _____

Fellow No _____ Discipline _____

Proposer's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Proposer _____ date _____

I, hereby second the nomination of the above candidate(s). I have not proposed or seconded any other candidate.

Secunder's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Secunder _____ date _____

FOR OFFICE USE

The HQ election Commission has scrutinized and accepted the nominations of the above nominees as per provisions of the Constitution and Bye-Laws except the following due to the reasons given against each: -

The candidate(s) are advised accordingly.

Secretary HQ Election Commission

Date_____

Appendix-III

To

The IEP, Hqr. Election Commission,

97-BD/1, IEP Building, Liberty Roundabout, Gulberg-III Lahore, Pakistan.

Nomination for the posts of Council Members for the 3 year term 20 -20

Center _____

Division _____

(There are _____ number of seats for Council Members out of which at least _____ number of seats are reserved for Fellows. Please propose accordingly.)

I, hereby nominate the following candidates for the post(s) of Council Members. The consent of the candidate(s) is attached on the prescribed Proforma (Appendix-VI).

S.No	Name	F/M No.	Discipline
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Proposer's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Proposer _____ date _____

I, hereby second the nomination of the above candidate(s). I have not proposed or seconded any other candidate for the Council Members.

Secunder's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Secunder _____ date _____

FOR OFFICE USE

The HQ election Commission has scrutinized and accepted the nominations of the above nominees as per provisions of the Constitution and Bye-Laws except the following due to reasons given against each: -

The candidate(s) are advised accordingly.

Secretary HQ Election Commission

Date _____

APPENDIX-IV.

To
The IEP, Local Center Election Commission, _____.

Nomination for the office of Chairman and Vice Chairman for the 3 year term 20 -20

I, hereby nominate the following candidates for the forthcoming election. I have not proposed or seconded any other candidate for the office except him/them. The consent of the candidate(s) is attached on the prescribed Proforma (Appendix-VI).

3. For Chairman Engr. _____

Fellow No _____ Discipline _____

4. For Vice Chairman Engr. _____

Fellow No _____ Discipline _____

Proposer's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Proposer _____ date _____

I, hereby second the nomination of the above candidate(s). I have not proposed or seconded any other candidate.

Secunder's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Secunder _____ date _____

FOR OFFICE USE

The _____ Local Center election Commission has scrutinized and accepted the nominations of the above nominees as per provisions of the Constitution and Bye-Laws except the following due to the reasons given against each: -

The candidate(s) are advised accordingly.

Secretary _____ Local Center Election Commission

Date _____

APPENDIX-V.

To
The IEP, Local Center Election Commission, _____.

Nomination for the office of Local Council members for the 3 year term 20 -20

Center _____ Division _____

(There are _____ number of seats for local Council Members of the Division. Please propose accordingly.)

I, hereby nominate the following candidates for the post(s) of Local Council Members. The consent of the candidate(s) is attached on the prescribed Proforma (Appendix-VI).

S.No	Name	F/M No.	Discipline
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Proposer's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Proposer _____ date _____

I, hereby second the nomination of the above candidate(s). I have not proposed or seconded any other candidate for the Local Council Members.

Secunder's Name _____ F/M No _____

Discipline _____ e-mail _____

Address. _____

NIC _____ Ph _____

Signatures of Secunder _____ date _____

FOR OFFICE USE

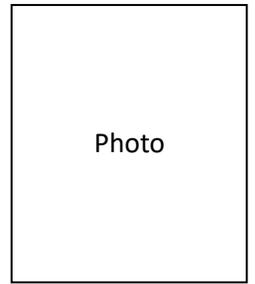
The _____ Local Center election commission has scrutinized and accepted the nominations of the above nominees as per provisions of the Constitution and Bye-Laws except the following due to reasons given against each: -

The candidate(s) are advised accordingly.

Secretary HQ Election Commission

Date _____

CONSENT PROFORMA



I Engr. _____ S/O _____

Address _____

CNIC _____ Cell No _____

Email _____

IEP Membership No M/F _____ Discipline _____

hereby give my consent to contest the election for the post of _____

Institution of Engineers Pakistan for the term 20__.

I further undertake that I will abide by the constitution & Bye-laws of IEP and also the decisions of Election Commission.

Signature _____

Name _____

Date _____

IMPORTANT INSTRUCTIONS

1. Nomination Papers shall be proposed and seconded by corporate members whose names are present on the electoral roll. A Member can propose/second one number President (of any division), one number Vice President (only of his own division), one number Chairman (of any division), one number Vice Chairman (only of his own division) and any number of candidates for Council and Local Council Members for his own Division/Center but not more than that as declared by the IEP Headquarters/Local Centers for their respective jurisdictions at the time of inviting nominations. The nominations must be made for the President and Vice Presidents on Appendix-II, for Council Members on Appendix-III, for Chairman and Vice Chairman on Appendix-IV and for Local Council Members on Appendix-V. The consent of the candidate shall be provided on Appendix-VI.
2. No Member can propose or second his own candidature for any Office.
3. The President shall be a Fellow of the Institution of at least 10 years standing, shall have been a member of the Council of the Institution for at least one term and shall have never been President IEP in the Past. He shall be elected by all corporate members of IEP.
4. The Vice president shall be a Fellow of the Institution of at least 5 years standing, shall have been a member of the Council for at least one term and shall never have been Vice president in the past. He shall be elected by all corporate members of his own Division.
5. The Chairman shall be a Fellow of the Institution of at least five years standing, should have served for one term as a Member of the Council from that Center and shall have never been Chairman in the past of any Local Center. He shall be elected by the Corporate Members of his own Local Center.
6. The Vice Chairman shall be a Corporate Member of the Institution, should have served for one term as a Member of the Council from that Center and shall have never been Vice Chairman in the past of any Local Center. He shall be elected by the corporate Members registered with the same Local Center and Division.
7. Candidates contesting for seats of Council/Local Council Members and their proposers/seconders must belong to the same Center and Division. They shall be elected by corporate members of respective Center and Division.
8. All nominations must be accompanied with the Bank Draft/Pay Order/Cash Receipt paid by the candidates as Election Fee to the Headquarters Office, Lahore for the

posts of President, Vice President and Council members and to respective centers for the posts of Chairman, Vice Chairman and local Council members. This fee will be refundable on request in case of withdrawal/rejection. The fee for contesting elections as fixed by the Council for various posts shall be notified at the time of inviting nominations. In case of more than one nomination of the same candidate for the same post, photocopies of the original payment receipt should invariably be attached with each subsequent nomination.

9. Brief Bio-data of the candidates with 100 words for the office of President, 50 words for Vice Presidents, with 50 words for office of Chairman, and 20 words for Vice Chairman may be attached with nomination proposals.
10. Use separate page in case the space for particulars of candidates is insufficient.
11. The respective Election Commission will be the final authority for all matters related to the elections except appeals against results (if any).

**OATH OF OFFICE OF PRESIDENT /VICE PRESIDENT/SECRETARY GENERAL/
CHAIRMAN OF THE INSTITUTION OF ENGINEERS, PAKISTAN.**

(IN THE NAME OF ALLAH, THE MOST BENEFICIENT, AND THE MOST MERCIFUL)

I ,Engr. _____do solemnly declare and swear that I am a citizen of Islamic Republic of Pakistan and firmly believe in the integrity ,solidarity of Pakistan and well-being of its people.

That I will bear true faith and allegiance to Islamic Republic of Pakistan and also to the Institution of Engineers, Pakistan:

That, as President, Vice-President/Secretary General /Chairman of the Institution, I will discharge my duties, and perform my functions, honestly, to the best of my ability and faithfully in accordance with the Constitution and Bye-Laws of the Institution of Engineers, Pakistan and always in the overall interest of the engineering profession and engineering community and also for the integrity, solidarity and prosperity of the Institution:

That I will not allow my personal interest to influence my official conduct or my official decisions.

That I will preserve, protect and abide by the Constitution and Bye-Laws of the Institution of Engineers, Pakistan.

That ,in all circumstances I will do right to all the members of the Institution according to the Constitution and Bye-Laws ,without any fear or favour ,affection or ill-will:

And that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall become known to me as President/Vice-President/Secretary General/Chairman of the Institution, except as may be required for due discharge of my duties as President.

May ALLAH AL–Mighty help me and guide me (A'meen).